

# Personnel and Civil Service

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## NOTICE OF VACANCY

### Case Supervisor, Grade B

**Date of Issue: 08/29/23.** The work involves responsibility for supervising the activities of subordinates administering social services in specified areas of programs. An incumbent's core responsibilities are to support, administer and educate. This is achieved through the core competencies of communication, systematic monitoring, feedback, coaching and maintaining a supervisory focus emphasizing relationships and results. The work is performed under general direction in accordance with established policies and procedures. The employee is responsible for recommending Social Services policies and procedures. Direct supervision is exercised over the work of Senior Caseworkers, Caseworkers and assigned clerical staff. Does related work as required.

The title of Case Supervisor, Grade B is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is expected in 2024.** A provisional appointment may be made for this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

**Status:** Provisional, pending successful completion of civil service requirements  
**Work Hours:** Full-time, Monday – Friday (35-hour work week)  
**Salary:** \$54,986 (CSEA SG XIV); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Department of Social Services

**Promotional Qualifications:** Must be currently employed by the Tioga County Department of Social Services (TCDSS) and have **permanent** status in the competitive class (or designated as non-competitive in accordance with Section 55A of Civil Service Law) for **twelve (12) months** as a **Senior Caseworker** or **twenty-four (24) months** as a **Caseworker** within **Tioga County Department of Social Services** or in combination with another New York State Department of Social Services – local agency.

**Open Competitive Qualifications:** Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree AND four (4) years of full-time experience or its part-time equivalent in social casework with a public or private agency adhering to acceptable standards.

**Special requirement:** Certain assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner.

**Apply Online:** <https://www.tiogacountyny.com/departments/personnel-civil-service/>

**Apply by:** Applications accepted until the position has been filled.

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.