

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



Linda Parke Personnel Officer ☎ 607 687 8494 📠 607 223 7074 🌐 www.TiogaCountyNY.gov

NOTICE OF VACANCY SENIOR CASEWORKER (HELP Program)

Date of Issue: 12/20/2024. The work involves responsibility for the determination and recommendation of the need for service, and the formulation and carrying out of case plans. The functional duties are similar to those of the Caseworker, except that through training and experience, Senior Caseworkers have gained an expertise to handle more complex problems and situations. The work is performed under general direction in accordance with established policies and procedures. Although an incumbent may assist and train Caseworkers, supervision may occasionally be exercised over the work of Caseworkers and other subordinates. **Senior caseworkers will be required to perform work on-call hours as a normal function of the position.** Does related work as required.

The title of Senior Caseworker is **Non-Competitive***, requiring applicants to meet the minimum qualifications established for the position. Applicants not currently employed by Tioga County will be subject to a criminal background check.**

Status: Permanent Probationary
Work Hours: Full time; 35-hour work week
Salary: \$53,482 (2025 CSEA SG XII, base); 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

Minimum Qualifications:

OPEN COMPETITIVE: Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree **AND** two (2) years of full-time experience or its part-time equivalent in social casework with a public or private agency adhering to acceptable standards.

PROMOTIONAL: At time of application, must be permanently employed in the competitive class (or designated as non-competitive in accordance with Section 55A of Civil Service Law) **AND** have served for **twelve (12) months** continuous permanent competitive status as a **Caseworker** within the Tioga County Department of Social Services.

SPECIAL REQUIREMENTS: Possession of a valid driver's license to operate a motor vehicle will be required at time of appointment and continuously during employment to perform duties occurring during the normal course of work. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

APPLY ONLINE by using our "Online Application Tool": <https://tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications accepted until 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.

**This is a Non-competitive appointment under the Hiring Emergency Limited Placement (HELP) Program. Upon approval of the title deletion, the title reverts to competitive class jurisdictional classification and the incumbents occupying that title gain a competitive appointment.*

***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.*