

# Personnel and Civil Service

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## NOTICE OF VACANCY Caseworker (PT)

**Updated 01/02/2025.** The work involves responsibility for providing social casework services to individuals and/or their families, including children, to assist them with their economic, emotional, social and environmental difficulties. The work is performed under the direct supervision of a higher-level Caseworker, with training provided or arranged through the agency's staff development program. A Caseworker, in consultation with the supervising worker, formulates and carries out plans to meet the individual problems of the cases assigned. Does related work as required.

The title of Caseworker (PT) is **Non-Competitive**, requiring applicants to meet minimum qualifications established for the position. A criminal background check\* is required.

**Status:** Permanent Probationary  
**Work Hours:** Part-time, 17-hour workweek  
**Salary:** \$24.50/hr.; Eligible to join the NYS Retirement System  
**Location:** Tioga County Department of Social Services

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree (a copy of college diploma/degree or transcript is required) and experience in conducting forensic interviews of children using the Child First Model. **At time of application, please submit a certificate regarding forensic interviewing.**

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

**APPLY ONLINE:** <https://tiogacountyny.com/departments/personnel-civil-service/>

**Apply by:** Applications will be 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.