

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

Case Manager (Assigned Counsel's Office)

Date of Issue: 07/15/2025. This work involves the responsibility for conducting intakes and assessments with indigent clients assigned an attorney through the Public Defender's or Assigned Counsel office. The incumbent will be responsible for ensuring timely referrals to appropriate service providers, including additional case management services, and will be expected to follow up with referral sources and clients. The incumbent will work with the Public Defender's or Assigned Counsel office to support clients and connect them to services that improve case outcomes and address underlying issues leading to legal system involvement. The population to be served has particularly challenging needs, including poverty, mental health or substance abuse issues, unemployment, homelessness, trauma history, and other issues. This work is performed under the direct supervision of an attorney. Does related work as required.

The title of Case Manager is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **The tentative test date for this examination is not yet known.** Pending a criminal background check*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional, pending permanent appointment from eligible list
Work Hours: Part time, Monday – Friday (17.5 hour work week)
Salary: \$25,500 – 29,500 (2025 M/C); NYS Retirement System
Location: Tioga County Treasurer's Office (Assigned Counsel)

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in human services, legal, social work or closely related field; OR
- b) Graduation from a regionally accredited or New York State registered four-year college or university with an Associate's Degree in human services, legal, social work or closely related field and two (2) years of full-time experience (or it's part-time equivalent) conducting community service assessment, case management, or counseling to individuals to individuals with problems with the legal system or those who are in need of community services; OR
- c) Graduation from a regionally accredited or New York State registered four-year college or university with an Associate's Degree in any field and four (4) years of full-time experience (or it's part-time equivalent) as defined in (b); OR
- d) An equivalent combination of education and experience as defined by the limits of (a), (b) and (c).

Special Requirement: Possession of a valid license to operate a motor vehicle will be required at time of appointment and continuously during employment to perform essential duties occurring during the normal course of work.

APPLY ONLINE: <https://www.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.