

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 Supervisor Grade A

Date of Issue: 01/14/2026. This position involves planning and supervising the work of the services staff in the Department of Social Services which includes coordinating and supervising the work of several units or sections of the agency. The Case Supervisor Grade A recommends casework and group work policies and procedures for the agency and is responsible for social service standards in accordance with agency policy. The work is performed under the general direction of the Director of Social Services with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Direct supervision is exercised over the work of Case Supervisor Grade B and other subordinate staff. Does related work as required.

The title of Case Supervisor Grade A is **Competitive**. Applicants must meet minimum qualifications established for the position and successfully meet civil service examination requirements. **A tentative test date for this examination is not yet known.** Pending a criminal background check*, a provisional appointment may be made. 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: Full time, 35-hour work week
Salary: \$66,519/annual (CSEA SG XV); 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: Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree and four (4) years of experience in social work with a public or private agency adhering to acceptable standards.

Promotional Qualifications: At time of application, candidates must be permanently employed in the competitive class (or allocated to non-competitive class in accordance with section 55A of Civil Service Law) in the Tioga County Department of Social Services and must have served continuously on a permanent basis for twelve (12) months as a Case Supervisor Grade B.

If you were permanently appointed via the New York Hiring for Emergency Limited Placement (NY HELP) program to a qualifying title in the non-competitive class and have served continuously in this title in the required time, you may qualify for this position promotionally.

SPECIAL REQUIREMENT: 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: <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.*