

Personnel and Civil Service

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NOTICE OF VACANCY

Case Supervisor Grade B (HELP Program)

Issued: 02/13/2026. 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 **Non-Competitive***, requiring applicants to meet minimum qualifications established for the position. A criminal background check** is required

Status:	Permanent, Probationary
Work Hours:	Full time, 35-hour workweek
Salary:	\$61,443 (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

Open Competitive: 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 social agency adhering to acceptable standards.

Promotional: 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 **Senior Caseworker** or **twenty-four (24) months** as a **Caseworker** OR 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.

APPLY ONLINE: <https://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.

**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.*