

# Personnel and Civil Service



## NOTICE OF VACANCY COMMUNITY SERVICES WORKER (PT); Two (2) positions

**Date of Issue: 12/06/19.** The work involves responsibility for performing supportive services to aid in implementing a variety of programs and their delivery to clients. Although detailed instructions are given for new or difficult assignments, and procedures are rather definitely fixed, employees must exercise independent judgment in applying them to specific cases. The work is performed under the general supervision of a higher level staff member. Supervision is not a responsibility of this class. Does related work as required.

The title of Community Services Worker (PT) is **Non-Competitive**, requiring applicants to meet minimum qualifications established for the position. Pending a criminal background check\*, appointment may be made to this position.

**Status:** Permanent  
**Work Hours:** Part time, days; 17 hours/week  
**Salary:** \$13.19 / hour (2020); NYS Retirement System  
**Location:** Tioga County Department of Social Services

### **Minimum Qualifications** Either:

- a) Graduation from high school and one year of full time experience involving direct client contact in a position supporting the program provisions in a public or private agency; **OR**
- b) Two years of full time experience (or it's part-time equivalent) as defined in (a); **OR**
- c) Completion of 48 college credit hours from a regionally accredited or New York State registered college or university\*\*.

\*\*Copy of college transcript(s) or diploma must be submitted with application.

**SPECIAL REQUIREMENT:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require him / her to meet field work requirements during the ordinary course of business in a timely and efficient manner.

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

Applications may also be obtained in the Personnel Department during office hours (Mon.-Fri. 9-5)

**Apply by: Applications will be accepted until positions have 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.