

# Personnel and Civil Service

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**Bethany O'Rourke** Personnel Officer

## NOTICE OF VACANCY– Promotional SENIOR CASEWORKER

**Date of Issue: 02/16/2021.** The work involves responsibility for the determination and recommendation of the need for service, and the formulation and carrying out of case plans. The functional duties are similar to those of the Caseworker, except that through training and experience, Senior Caseworkers have gained an expertise to handle more complex problems and situations. The work is performed under general direction in accordance with established policies and procedures. Although an incumbent may assist and train Caseworkers, supervision may occasionally be exercised over the work of Caseworkers and other subordinates. Does related work as required.

The title of Senior Caseworker is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2021.** 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:** \$46,378 (2021 CSEA SG XII, base)  
**Location:** Tioga County Department of Social Services

**Promotional Qualifications:** At time of application, must be permanently employed in the competitive class (or designated as non-competitive in accordance with Section 55A of Civil Service Law) AND have served for **twelve (12) months** continuous permanent competitive status as a **Caseworker** within the Tioga County Department of Social Services.

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

**Apply by: February 24, 2021**

*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.*