

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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Bethany O'Rourke Personnel Officer

NOTICE OF VACANCY - PROMOTIONAL Case Supervisor, Grade B

Date of Issue: 10/13/2021. 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 **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2022.** Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional
Work Hours: Full time, days; 35-hour work week
Salary: \$51,579 – current base (CSEA SG XIV)
Location: Tioga County Department of Social Services

PROMOTIONAL QUALIFICATIONS: Must be permanently employed in the competitive class (or designated as non-competitive in accordance with Section 55A of Civil Service Law) in the Tioga County Department of Social Services **and** must have permanent class status while serving **twelve (12) months** as a **Senior Caseworker** or **twenty-four (24) months** as a **Caseworker**.

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

Apply by: October 25, 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.