

BROOME COUNTY DEPARTMENT OF PERSONNEL  
THIRD FLOOR, COUNTY OFFICE BUILDING, GOVERNMENTAL PLAZA  
60 HAWLEY STREET, PO BOX 1766  
BINGHAMTON, NEW YORK 13902  
AN EQUAL OPPORTUNITY EMPLOYER

## CONTINUOUS RECRUITMENT

### OPEN COMPETITIVE EXAMINATION FOR

### CASEWORKER/CASEWORKER TRAINEE

### CASEWORKER-DSS/CASEWORKER TRAINEE-DSS

Exam Number: 22-002

**Examination will be held on an as needed basis**  
**Applications Accepted Continuously**

**Processing fee:** Twenty dollar (\$20.00) non-refundable payment is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Credit cards, checks or money orders payable to the Broome County Office of Management and Budget will be accepted. The fee is non-refundable.** Please be sure to include applicant's name, social security number and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

If your application is disapproved, the fee will not be refunded. Compare your qualifications carefully with the requirements specified on this announcement and file only for those examinations for which you are clearly qualified. Be specific when completing the application; include all pertinent information including credit hours if applicable. Work experience must be paid unless otherwise specified. Part-time experience will be prorated. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

**Admission notices will be mailed to all approved candidates.**

**It is the responsibility of the candidate to notify the Broome County Department of Personnel of any change in name or address. No attempt will be made to locate candidates who have moved. The candidate change of information form is available at [www.gobroomecounty.com/personnel/forms](http://www.gobroomecounty.com/personnel/forms).**

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or on line at [www.gobroomecounty.com](http://www.gobroomecounty.com).**

MINIMUM SALARY	VACANCIES	LOCATION OF WORK
\$18.4998/hour Caseworker Trainee	Anticipated	Various Broome County Departments
\$20.4483/hour Caseworker	Anticipated	Various Broome County Departments
\$20.4483/hour Caseworker Trainee-DSS	Anticipated	Broome County Department of Social Services
\$22.6404/hour Caseworker-DSS	Anticipated	Broome County Department of Social Services

**Eligible list:** The eligible list established as a result of this examination will be used to fill vacancies as they occur in all Broome County departments, towns, villages, school districts and special districts under Broome County jurisdiction. The eligible list resulting from this examination may be used for appointment to other titles deemed to be similar and appropriate. The names of the candidates who pass this examination are ranked and interfiled according to their grade. The rank of eligibles changes when new eligibles are added to the existing list. An eligible's name will remain in effect for one year from the date he/she appears on the list.

**Residency:** There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who, at the time of examination, are legal residents of the locality in which appointment is to be made. For appointment within Broome County departments, preference **will** be given to candidates who are residents of Broome County, OR an adjoining county (TIOGA, CORTLAND, DELAWARE AND CHENANGO) at the time of examination except as stated in Resolution 21-253.

#### **DUTIES:**

**CASEWORKER TRAINEE:** This is a trainee position in the competitive class for which candidates are selected to serve a term of appointment for one year. An appointee who satisfactorily completes one year of permanent competitive class service as a Caseworker Trainee will be advanced to the position of Caseworker without further examination. Work is performed under close supervision with in-service training provided through the agency's staff development program. The incumbent learns how to formulate and carry out plans to meet the individual problems of the cases assigned. The incumbent provides social work services for individuals and/or their families, including children, to assist them with their economic, emotional, social and environmental difficulties. A Caseworker Trainee may also make unaccompanied visits to individuals who may have emotional, and/or psychiatric histories. The incumbent may also make unaccompanied visits to individuals with criminal histories. Work is performed under the direct supervision of a higher-level supervisor. Supervision over the work of others is not a function of this position. Does related work as required.

**CASEWORKER:** This is a professional casework position involving responsibility for providing social work services for individuals and/or their families, including children, to assist them with their economic, emotional, social and environmental difficulties. The Caseworker formulates and carries out plans to meet the individual problems of the cases assigned. The work is performed under general supervision but incumbents may make unaccompanied visits to individuals who may have emotional, and/or psychiatric histories. A Caseworker may also make unaccompanied visits to individuals with criminal histories. Supervision over the work of others is not a function of this position. Does related work as required.

**CASEWORKER TRAINEE-DSS:** This is a trainee position in the competitive class which candidates are selected to service a term of appointment for one year. An appointee who satisfactorily completes one year of permanent competitive class service as a Caseworker Trainee-DSS will be advanced to the position of Caseworker-DSS without further examination. Work is performed under close supervision with in-service training provided through the agency's staff development programs. The incumbent learns to assess client needs, formulate and carry out plans to meet the individual or family's needs to assist them with their economic, emotional, social and environmental difficulties. A Caseworker Trainee-DSS may make visits to individuals who may have behavioral health and/or criminal histories. Work is performed under the direct supervision of a higher-level supervisor. Supervision over the work of others is not a function of this position. Does related work as required.

**CASEWORKER-DSS:** An incumbent of this class performs social work services to determine the need for services to adults, families, and/or children and arranges for the provision of service in accordance with existing laws, rules and regulations. Caseworker-DSS duties include assessing client needs, listening to concerns, assessing motivation to change, problem-solving, information giving, referrals to community agencies and coordination of care providers. The incumbent also serves in the role of client advocate in order to assist recipients to achieve self-sufficiency goals, improve socio-economic conditions, maintain residence in the community, or protected care for recipients. Work is performed under the general supervision of a higher-level employee, but incumbents may make unaccompanied visits to individuals who may have behavioral health and/or criminal histories. Supervision over the work of others is not a function of this position. Does related work as required.

**MINIMUM QUALIFICATIONS:**

**CASEWORKER TRAINEE:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree.

**CASEWORKER:**

Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree and one year of experience in social casework in a public or private agency adhering to acceptable standards.

**CASEWORKER TRAINEE-DSS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree.

**CASEWORKER-DSS:**

Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree and one year of experience in social casework in a public or private agency adhering to acceptable standards

**SPECIAL REQUIREMENT:** Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

**IMPORTANT CANDIDATE NOTICE: Candidates who file for Caseworker examinations with more than one civil service agency will be required to use the score received in this examination subject to the following terms and conditions:**

1) A candidate is permitted to take a Caseworker examination **prepared by the NYS Department of Civil Service** only **once** during each of the following defined periods:

January 1 – June 30

July 1 – December 31

2) A candidate who applies and is approved for more than one Caseworker examination during the same six-month period (January 1-June 30 or July 1- December 31) is required to use the score resulting from a single test administration for all examinations held during the same six-month period.

**3) THE CANDIDATE MUST INFORM THE BROOME COUNTY DEPARTMENT OF PERSONNEL IF HE/SHE HAS PREVIOUSLY TAKEN A CASEWORKER EXAMINATION IN ANY OTHER CIVIL SERVICE AGENCY AND PROVIDE THE LOCATION AND DATE THE EXAMINATION WAS TAKEN.**

4) A candidate must pay application fees for each examination requiring such fees.

5) A candidate's placement on resultant eligible list(s) and duration of eligibility for appointment will be one (1) year from the date their name is added on the eligible list for Broome County.

**SUBJECT OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills and/or abilities in such areas as:

**1. Establishing and maintaining effective helping relationships in a social casework setting**

These questions test for an understanding of the factors contributing to the development and maintenance of productive client-worker relationships. You will be provided with descriptions of specific client-worker interactions and asked to select the appropriate responses. The questions cover such topics as confidentiality, time management, professional ethics and referral techniques.

**2. Interviewing (Caseworker)**

These questions test for an understanding of the principles and techniques of interviewing and their application to specific client-worker situations. You will be provided with a series of concrete interviewing situations for which you will be required to select an appropriate course of action based on an analysis of the situation, the application of the information provided and ramifications of various interviewing principles and strategies. You will also be asked questions about the interviewing process and various interviewing techniques.

### 3. Preparing written material

These questions test for the ability to present information clearly and accurately and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order and then asked to choose from four suggestions the best order for the sentences.

Candidates must bring their picture ID and two sharpened #2 pencils to the examination. Candidates are **ALLOWED** to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited.

**A study guide for the written test is available on the Broome County Website: [www.gobroomecounty.com](http://www.gobroomecounty.com) . If you have a question about the website or would like a study guide mailed to you call the Broome County Department of Personnel.**

**Successful candidates will have their names placed on the eligible list in order to their score, regardless of the date on which they take the test. The rank of eligible's changes when new eligible's are added to the existing list. An eligible's name will remain in effect for one year from the date he/she appears on the list.**

**TERMINATION OF PROGRAM:** The Personnel Officer reserves the right to terminate this special recruitment program at any time and re-establish a program of periodic testing for this title.

**Rating:** This written examination is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this test.

**Military Law provides special rights for members of the armed forces whose military service conflicts with scheduled civil service testing.** Section 243-b (2) of Military Law states that "any member of the organized militia or reserves, who, because of active military duty other than for training purposes, missed the application filing period for an examination and as a result is deprived of the opportunity to compete in an examination, shall be given a special military make-up exam". Please contact the Department of Personnel for more information.

#### **Special Requirement for Appointment in School Districts and BOCES**

Per Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**Background Investigation:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**Children of Firefighters and Police Officers killed in the line of duty:** "In conformance with section 85-A of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform the Department of Personnel of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established."

**General Information/Instructions:** A copy of the general instructions may be obtained upon request to the Broome County Department of Personnel or from our website at [www.gobroomecounty.com](http://www.gobroomecounty.com).

Continuous recruitment -2012

Caseworker/Caseworker Trainee-Date of issue: 1/2022

Revised 1/4/22