

CAREER OPPORTUNITIES WITH CIVIL SERVICE

HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

Promotion Examination

Open to Qualified Herkimer County Department of Social Services Employees

CHILD PROTECTIVE SERVICES SENIOR CASEWORKER

Examination Number 70009

Date of Examination: November 9, 2024

Filing Deadline

Applications must be received or postmarked by: September 20, 2024

Refer to General Instructions, Filing Fee Information, and Application Fee Waiver

**A NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION
\$15.00 MONEY ORDER ONLY - payable to the Herkimer County Treasurer.
Cash accepted only if paying in person; you must have the exact dollar amount.
Personal checks will NOT be accepted.**

Salary: \$56,029.00 per year (2024 Base Rate)

Vacancies: The eligible list established as a result of this examination will be used to fill appropriate vacancies as they exist/occur in the Herkimer County Department of Social Services. At present, two vacancies exist.

HERKIMER COUNTY RESIDENCY IS WAIVED FOR THIS PROMOTION EXAMINATION

Duties: Under general supervision, the CPS Senior Caseworker manages a Child Protective Unit of subordinate workers and does related work as required. This is a specialized class of first level supervisors for a unit responsible for the life and safety of children. The functional duties are similar to those of a Senior Caseworker except that through specialized training and experience Child Protective Services Senior Caseworkers have gained an expertise to handle more complex problems and situations with less direct supervision.

MINIMUM QUALIFICATIONS FOR TAKING THE TEST

Candidates must meet the following requirements on or before the date of the written test:

Promotional Qualifications: One year of permanent competitive class status as Child Protective Services Caseworker.

ANTICIPATED ELIGIBILITY: Candidates must meet the above qualifications by May 31, 2025. Passed candidates who are admitted to the exam under anticipated eligibility may not be appointed until they meet the announced minimum qualifications.

SENIORITY RATING: Seniority points will be added on promotional exam scores to all passing candidates. Seniority rating is based on the length of continuous classified service in the jurisdiction in which you are employed as follows:

Less than 1 year 0 points
1 year up to 6 years 1 point
Over 6 years up to 11 years 2 points
Over 11 years up to 16 years 3 points
Over 16 years up to 21 years 4 points
Over 21 years up to 26 years..... 5 points

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

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. You must then choose, from four suggestions, the best order for the sentences.

Understanding and recognizing the dynamics and effects of child abuse and neglect

These questions test for a knowledge of standard concepts, behaviors, and indicators that enable the worker to determine or establish that abuse or neglect has occurred. The questions deal with basic laws and techniques for dealing with the abused or neglected child and his or her family and follow-up, referral, or other action to take once abuse or neglect has been identified.

Interviewing

These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

Use of calculators is ALLOWED