



Yates County Office of Civil Service
 417 Liberty Street
 Penn Yan, NY 14527

EXAMINATION ANNOUNCEMENT
SENIOR CASEWORKER
Exam #60059870

YATES COUNTY ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR SENIOR CASEWORKER (EXAM #60059870)			
Type of Appointment:	Permanent	Location:	Social Services
Position Status:	Full Time		
Classification:	Competitive		
Vacancies:	The resulting eligible list will be used to fill current and future vacancies which may occur.	Exam Date:	June 13, 2026
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	\$17.00 <i>(non-refundable)</i>
Posted:	March 6, 2026	Application Deadline:	May 13, 2026

SCOPE OF EXAMINATION

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.

Principles and practices of social casework

These questions test for knowledge of the principles and practices used to provide casework services to individuals and/or families of all ages, backgrounds, and circumstances. Questions will test for application of this knowledge in various settings and will include such topics as assessment, monitoring and evaluating services, counseling, referrals, and advocacy.

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.

Calculator: Allowed

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>.

SENIOR CASEWORKER - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The Senior Caseworker provides professional social services work involving the determination and recommendation of the need for service, and the formulation and carrying out of plans to meet the individual problems of cases assigned. The position differs from Caseworker in that, through training and experience, the Senior Caseworker handles more complex problems and situations with less direct supervision, and the Senior Caseworker may provide supervision over subordinate staff and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

Interviews applicants and persons referring cases of children or families needing care, supervision, or services;
 Recommends services necessary to carry out plans to meet the needs of individuals and/or families;
 May make visits to applicants to ascertain the need for services;
 Develops involved or complex social histories and a plan of treatment, which, with supervisory approval is the basis for delivery of the services;
 Assists individual Caseworkers in formulating service and work organization plans;
 In cooperation with the individual or family, plans for the utilization of available resources;
 Studies the background and need for care of children referred, securing information from the child, the family,

relatives, schools, churches, family courts, and other agencies;
Assesses the placement needs of children and determines whether a child's needs can best be met in a foster home, group home, or an institution and makes the referral on their behalf;
Conducts home study evaluations to include certification and placement recommendations of prospective foster boarding homes, adoptive homes and/or relative homes;
Plans with parents, relatives and/or foster parents for the care and reunification of the children with their parents, as applicable;
Makes the necessary community service referrals on behalf of the individuals, children and families assigned;
Conducts service plan reviews with individuals, families, and service providers to update the service goals, report progress, and determine changes in situations which may affect needs for service;
Maintains professional relationships with Family Court, schools, and various community agencies to which individuals/families can be referred for services, & may perform liaison services for contract providers;
As appropriate, may coordinate the provision of medical care, which may involve providing transportation, or making transportation arrangements;
Retrieves data in a state-wide computer system;
Prepares a variety of reports, case notes, service plans, and court summaries on a personal computer;
May supervise subordinate employees in formulating service plans, assessing clients progress, and ensuring proper procedures are being followed;
Investigates reports of suspected abuse/maltreatment, including assessing risk to clients and developing/implementing appropriate service plan;
Interfaces with agency legal staff, family court and criminal courts as necessary;
Assists the Case Supervisor in administering the work of the unit, as applicable.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of social casework and social group work including child welfare services, child protective services and adult services programs;
Good knowledge of Federal, State, and local public welfare laws and programs, and the ability to apply knowledge in the performance of duties;
Good knowledge of community service agencies and programs;
Good knowledge of interviewing, counseling, and case recording techniques;
Good powers of observation and analysis;
Working knowledge of the techniques of preparing social studies;
Ability to establish and maintain effective working relationships with others;

Ability to plan, coordinate and supervise the work of others;
Ability to communicate clearly and effectively, both orally and in writing;
Ability to maintain confidentiality; utilize sound judgment; demonstrate initiative and resourcefulness; and display emotional maturity, empathy, and sensitivity toward others;
Ability to maintain accurate records, and prepare reports;
Ability to operate a personal computer, utilize common office software programs, and ability to learn proprietary software applications;
Ability to perform in a reasonable manner the essential functions of the position.

MINIMUM QUALIFICATIONS – OPEN COMPETITIVE EXAMINATION:

Graduation from high school; or possession of a high school equivalency diploma; AND EITHER

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher in Human Services, Psychology, Social Work, or closely related field; and (2) years of full-time or equivalent part-time paid experience working in the field of human services which shall have involved performing social casework* with a public or private agency; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher; AND (3) years of full-time or equivalent part-time paid experience working in the field of human services which shall have involved performing social casework* with a public or private social agency.
- C.

**NOTE: Social casework is defined to mean experience which shall have involved a one-to-one interaction with a client in order to actively facilitate the identification of client needs and goals through the interview process, as well as, the development of a service plan (i.e., identification and coordination of services available in the agency or the community to meet these needs and goals).*

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position. This job may involve extensive travel, and employees in this class must have reasonable access to transportation to meet fieldwork requirements of the position in a timely and efficient manner.

***Anticipated Eligibility – Educational Requirements:**

According to Civil Service Law, section 54, which became effective September 4, 2024, applicants who are **within 12 months of attaining the minimum educational requirements** following the date of examination, may take the Civil Service Exam, but will be restricted from certification until such a time that the minimum educational requirements are met.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**