

# NOTICE OF VACANCY

**DEPARTMENT:** Family and Community Services

**TITLE:** Caseworker Assistant

**SALARY (GRADE):** \$39,878 (23W) plus Excellent Benefits

## **THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a paraprofessional position supporting the work of Caseworkers, Senior Caseworkers, and other professional staff. The Caseworker Assistant is responsible for performing some of the services, which help individuals or families with their economic, emotional, social, or environmental, needs as part of their plan of care. Duties also include performance of a variety of clerical, financial and related office tasks. A Caseworker Assistant has moderate autonomy and works under the direct supervision of a higher-level staff member. Supervision of others is not normally a function of this class. Does related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Possession of Associate's Degree, including or supplemented with six (6) credit hours in social work or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of full-time experience in human services involving substantial face-to-face contact with clients.

### **NOTES:**

- 1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A).
- 2. Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.

### **SPECIAL REQUIREMENTS:**

- 1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
- 2. Statewide Central Register (SCR), per Section 424-a of the Social Services Law, and Staff Exclusion List (SEL), per Section 495 of the Social Services Law, background checks are required prior to appointment.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** Until the position is filled.

**\*\*Oneida County is an equal opportunity employer\*\***