



# ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** Family and Community Services

**CIVIL SERVICE TITLE:** Senior Caseworker (NYHELP Program)

**CLASSIFICATION TYPE:** Non-Competitive

**SALARY (GRADE):** \$61,437 (32W) Plus Excellent Benefits

**APPLICATION DEADLINE:** December 31, 2025

**APPLY ONLINE\*:** <https://oneida-portal.mycivilservice.com/post/jobopps>



**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for providing professional social services work, involving the determination and recommendation of the need for services, and the formulation and carrying out of plans to meet the individual problems of cases assigned. The functional duties are like those of Caseworker, except that through training and experience, Senior Caseworkers have gained the expertise to handle more complex problems and situations with less direct supervision. This position requires traveling to urban and rural homes. Supervision is normally exercised over Caseworkers, Social Welfare Examiners, volunteers and/or clerical employees. The work is performed under the supervision of a trained supervisor. The incumbent performs related work as required.

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

**Open Competitive:**

- (A) Possession of Master's Degree; **OR**
- (B) Possession of Bachelor's Degree **AND** one (1) year of full-time experience in social casework\* with a public or private agency.

\*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).

**Promotional:**

Candidates must have permanent, full-time status for a period of **twelve (12) months as a Caseworker** in the Oneida County Department of Family and Community Services.

**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.

**NOTES:**

1. Candidates **MUST** submit a copy of transcripts with application.
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 at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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

*If you do not have internet access, paper applications can be picked up at the Oneida County Office Building (Utica, NY) in the Personnel Department. You may also request a paper application to be mailed by calling 315-798-5726.*

**Issued: 12/09/2025**