



# ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** Family and Community Services

**CIVIL SERVICE TITLE:** Case Supervisor, Grade A (NYHELP Program)

**CLASSIFICATION TYPE:** Non-Competitive

**SALARY (GRADE):** \$73,168 (37W) Plus Excellent Benefits

**APPLICATION DEADLINE:** December 31, 2025

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



**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class are responsible for the application of professional social work in the planning, organizing, coordinating, and supervising of several separate units or sections of the Department. Supervision may include travel to both urban and rural homes. Responsibilities include the recommendation of casework and group work policies for the agency. Work is performed under the general supervision of the Director of Services. Supervision is exercised over Case Supervisors, Grade B, Senior Caseworkers, Caseworkers, and other subordinate personnel. 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 **AND** two (2) years of full-time experience in social casework\* with a public or private agency, one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Possession of Bachelor's Degree **AND** three (3) years of full-time experience in social casework\* with a public or private agency, one (1) year of which shall have been in a supervisory capacity.

\*Social casework is defined to mean experience which shall have involved a one-to-one interaction with a client 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 Case Supervisor, Grade B** 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 with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
- 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**