



STEUBEN COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
ANNOUNCES
EXAMINATION, OPEN TO THE PUBLIC
FOR

ISSUED: January 13, 2010

SOCIAL WORK ASSISTANT
EXAMINATION NO. **61240**
Steuben County Department of Community Services

A *NON-REFUNDABLE* **\$15.00 APPLICATION FEE** APPLIES FOR THIS TEST.
◆◆◆ Payable by **Check or Money Order only, NO CASH ACCEPTED** ◆◆◆
Make payable to the "**Steuben County Treasurer.**"
You must **record the examination title and number on your check or money order.**

March 20, 2010 Read these instructions February 10, 2010
EXAMINATION DATE *carefully and thoroughly.* LAST FILING DATE

SALARY \$33,820 (\$39,788 after one year)

VACANCIES The Eligible List resulting from this examination will be used to fill any appropriate vacancies that may occur in this title during the life of the list.

RESIDENCY REQUIREMENT Candidates must have been legal residents of **Steuben County** or one of the counties contiguous to Steuben in New York State (**Allegany, Chemung, Livingston, Ontario, Schuyler, and Yates**) for at least four months immediately preceding the date of the written examination.

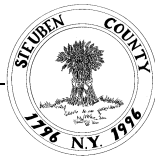
MINIMUM QUALIFICATIONS Graduation from a regionally-accredited or New York State-registered college or university with a Bachelor's Degree which shall have included at least 30 credit hours in the social or behavioral sciences. (The social sciences are those sciences concerned with humans living in relation to other humans in a social environment and includes course study in Psychology, Sociology, Anthropology, Criminal Justice, Economics, History, Political Science, and Geography. Behavioral science is a sub-set of social sciences including Psychology, Sociology, and Anthropology. Education is NOT included among the social sciences.) No substitution of experience for the required Bachelor's Degree is allowed.

MUST BE CLEARLY DEMONSTRATED ON YOUR APPLICATION

SPECIAL REQUIREMENT(S) Possession of the appropriate level New York State operator's license is required for appointment.

NOTE Applicants can be admitted for testing if the required Bachelor's degree is expected to be received at the conclusion of the Spring, 2010 semester/trimester. If successful on the examination, such applicants will not be certified for appointment until they have submitted proof of degree possession to the Steuben County Department of Personnel and Civil Service. Proof must be submitted by July 1, 2010; failure to do so will result in removal from the eligible list.

\$15 APPLICATION FEE ✓ The New York State Civil Service Law requires our Office to collect an examination fee from each applicant. The amount of the fee is **fifteen dollars (\$15) per applicant for EACH examination** applied for, payable at the time of filing of the application form, **by check (personal or certified) or money order only**, payable to the "**Steuben County Treasurer.**" **CASH WILL NOT BE ACCEPTED.**



- ✓ Applicants whose application forms are not accompanied by the appropriate fee or whose personal checks are returned for insufficient funds will not be considered as candidates.
- ✓ You must record the **EXAMINATION NUMBER(S)** and **TITLE(S)** on your **CHECK**.
- ✓ **No refund** will be made to applicants who are disqualified or who fail to appear.
- ✓ You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Assistance is available from our office in person or by telephone call.

**DISTINGUISHING
FEATURES OF
THE CLASS**

The work involves responsibility for the provision of sub-professional social work services to patients/clients of the Community Mental Health Center to help them with social, emotional and related difficulties associated with their mental conditions. The work is carried out in accordance with standard accepted social work methods as they are applied to sub-professional tasks, as well as the local policies and procedures as developed by the Director and Assistant Director, and involves the direct provision of limited social work services to assist patients/clients to adjust to their mental disabilities; meeting with professionals or agencies in or outside of the Center to obtain assistance and guidance for patients; and maintaining a variety of data on patients/clients to utilize in the preparation of periodic reports on activities conducted and observations made. Work is performed under the direct supervision of a professional social worker on a consulting or direct supervisory basis, with the independence of action permitted the incumbent varying depending upon whether or not the incumbent is under the direct day-to-day supervision of a professional social worker. Assignments made to employees in this class will require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Does related work as required.

**SUBJECTS OF
EXAMINATION**

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

1. 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.

2. Office record keeping

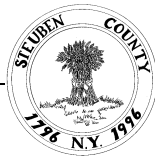
These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages, and percents.

3. 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.

4. Working with people with mental and emotional problems

These questions are designed to test for a knowledge of general approaches or techniques to use in situations when dealing with people with mental and emotional

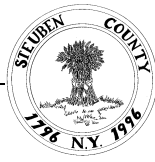


CROSS FILING

- ✓ problems under a variety of circumstances including commonly occurring client behavior (fear, hostility, shyness, resistance, defensiveness, withdrawal, anxiety, confusion).
- ✓ If you applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must arrange to take all of the examinations at one test site.
- ✓ If you have applied for both *State and local* government examinations, you must make arrangements to take all of your examinations at the *State* examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date.
- ✓ If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements.
- ✓ You must make your request for these arrangements no later than two weeks before the date of the examinations.
- ✓ You must notify **all** local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.
- ✓ For this examination, write or call our office at the address/telephone number listed under General Instructions of this announcement.
- ✓ You must file an application with each jurisdiction for which you intend to cross-file.

GENERAL INSTRUCTIONS

1. Applications and additional information is available at the Steuben County Department of Personnel and Civil Service, Steuben County Office Building, 3 East Pulteney Square, Bath, New York 14810, or by calling 607-664-2345. Examination announcements are also available on the Internet at www.steubencony.org.
2. Applications postmarked after midnight of the "Last Filing Date" will not be considered eligible for this examination. If hand delivered, applications must be filed in the Steuben County Department of Personnel and Civil Service no later than 5:00 p.m. on the "Last Filing Date."
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and **all statements made by candidates are subject to verification.**
4. Applicants must **answer every question** on the application form and provide an **original signature**. You may include a resume in addition to completing the application form; HOWEVER, YOU MAY NOT SUBSTITUTE "See Resume" FOR COMPLETING ANY PORTION OF THE APPLICATION FORM. Incomplete applications will be disapproved.
5. APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed *and primarily* responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid; receiving Supplemental Security Income payments or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance); or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are SUBJECT TO VERIFICATION.** If you can verify eligibility for an application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. The "Application Fee Waiver and Certification Form" is available at the Steuben County Department of Personnel and Civil Service, Steuben County Office Building, 3 East Pulteney Square, Bath, New York 14810, or by calling 607-664-2345. This form is also available on the Internet at www.steubencony.org.
6. Accepted candidates will be notified when and where to appear for exam. None will be admitted to the examination without the official admission notice. If an application is disapproved, due notice will be sent.
7. This department does not make formal acknowledgment of the receipt of an application.
8. If you have not received your notice to appear for the exam by three days before the exam date, call 607-664-2345.



9. **SPECIAL ACCOMMODATIONS:** If special arrangements for testing are required (i.e. religious observance, disability), submit a written request describing your needs with the application form.
10. **VETERANS CREDITS:** Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" accompanied by the form DD-214 prior to the establishment of the eligible list. The Form DD-214 may be submitted with your application for examination or at any time prior to the establishment of the resulting eligible list. **IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS OFFICE. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS OFFICE PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.**
11. Military Service members on active duty on the exam date may request a military makeup exam by calling 607-664-2345. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
12. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
13. Candidates who fail the examination or who fail to appear for the examination as scheduled will be eliminated from further consideration.
14. Under specific circumstances, an alternate test date may be arranged in accordance with established policy. Your request *and verifiable documentation* should be submitted at least one week prior to the test date or *in case of an emergency no later than 5:00 p.m. on the next business day* following the test.
15. This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service law. The provision of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.
16. **Special Requirement for Appointment in School Districts and BOCES:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
17. Your degree and/or college credits must have been awarded by a regionally-accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If an educational institution outside of the United States and its territories awarded your degree and/or college credit you must provide independent verification of equivalency. You can call or write to our Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.
18. Unless otherwise noted, candidates are allowed to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are *prohibited*.

Robert F. Biehl, Personnel Officer