PLEASE POST CONSPICUOUSLY

MADISON COUNTY PERSONNEL/CIVIL SERVICE
COUNTY OFFICE BUILDING
WAMPSVILLE, NEW YORK

****

#73-157 SENIOR STAFF SOCIAL WORKER
(Promotion)

DATE OF T&E SUBMISSION:
Submission of Training & Experience Questionnaire
January 1, 2014 – January 31, 2014

APPLICATIONS ACCEPTED UNTIL:
November 30, 2013

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY APPLICATION DEADLINE
A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE
MUST ACCOMPANY EACH APPLICATION
$15.00 MONEY ORDER ONLY – PAYABLE TO MADISON COUNTY TREASURER
Since application fees are non-refundable, you are urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified.

SALARY: $29.22/hr. (2014 Hire Rate)

VACANCIES: The eligible lists established as a result of this examination will be used to fill present and future vacancies as they occur in the Madison County Mental Health Department.

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Mental Health Agency and involves responsibility to perform professional social work at an advanced level in the process of helping individuals with social, emotional and related difficulties associated with their mental illness or disability. Since the employee is expected to function with a high degree of clinical independence and judgment, the incumbent assumes a leadership role in the conduct of assessments, diagnoses and treatment as well as provision of consultation and educational activities to staff members of the mental health program and personnel of various other county agencies. This position differs from that of Staff Social Worker (Community Mental Health) because of the more difficult level of professional involvement with clients and supervision of subordinate clinical staff members. Clinical supervision is exercised over the work of a small number of Staff Social Workers. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

PROMOTION: Limited to employees with at least one year of permanent competitive class status in the title of Staff Social Worker who also meet the open competitive qualifications immediately preceding the date of the examination.

NOTE: License and registration must remain current throughout appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT: The minimum qualifications for this position are mandated under Article 154 of New York State Education Law.

Seniority Points will be added to the test score of candidates who pass the test in accordance with County policy. Rating is based on the length of continuous permanent classified service. A copy of the seniority policy is available from the Madison County Personnel/Civil Service Department or a copy is posted on the Madison County Personnel Department's intranet page.

SUBJECTS OF EXAMINATION: There will be no written or oral test for this examination. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

Candidates must first complete an examination application and return it to the **Madison County Personnel Department** on or before the **last filing date** of **November 30, 2013.**

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

The Training and Experience Questionnaire will be **available on January 1, 2014** and **approved** candidates will be required to **complete and submit this questionnaire between January 1, 2014, and midnight January 31, 2014**.

NOTE: Candidates will not be able to claim any credit for training or experience gained after the **application filing deadline** of **November 30, 2013.**

Candidates who fail to **submit** a questionnaire **by midnight**, **January 31, 2014**, will not receive a rating.

APPLICATIONS: May be obtained and must be filed in the Madison County Personnel/Civil Service Department, County Office Building, PO Box 636, Wampsville, NY 13163. Phone (315) 366-2341. Applications can also be downloaded at the Personnel Department's website www.madisoncounty.ny.gov . Applications must be received or postmarked no later than 5:00 p.m. on the last filing date.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or 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 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.** You may call/write the Madison County Personnel/Civil Service Department, P.O. Box 636, Wampsville, NY 13163; (315)366-2341 or you can download the form from the Madison County Personnel Department's website www.madisoncounty.ny.gov .

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credit.

BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER ON YOUR APPLICATION WHEN YOU FILE.

ISSUED: October 30, 2013

Eileen M. Zehr
Madison County
Personnel Officer

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER