



**PROMotional**  
*Exam Announcement*  
**SOCIAL SERVICES EMPLOYMENT SPECIALIST**

**EXAM # 74571**

Issued: **June 23, 2008**

**CAREFULLY read the following:**

**WRITTEN TEST DATE: Saturday, September 20, 2008**

<b><u>APPLICATION DEADLINE:</u></b>	<b>August 22, 2008</b>  Application <b>must be received</b> in the Tioga County Office of Personnel & Civil Service by <b>5:00 p.m.</b> on the above date. There are <b>NO</b> exceptions.
<b><u>APPLICATION FEE:</u></b>	No application fee required!
<b><u>TIME AND PLACE OF WRITTEN EXAM:</u></b>	Approved candidates will be notified by admission letter seven to ten days prior to written test when and where to appear for this examination. <b><i>Be sure to bring the admission letter with you the day of the exam.</i></b>

<b><u>LOCATION OF WORK</u></b>	<b><u>MINIMUM SALARY</u></b>	<b><u>VACANCIES</u></b>
Department of Social Services	\$25,942 - \$26,542 (CSEA GRADE VII; Currently under negotiations)	FILLED PROVISIONALLY

**NOTE** - In accordance with Section 52 of Civil Service Law, employees in a department in which a vacancy occurs will be certified first for appointment.

**PROMOTIONAL QUALIFICATIONS:**  
 At time of examination, candidates must have *six (6) months* continuous **permanent** competitive class **status** as either an **EMPLOYMENT AND TRAINING ASSISTANT** or **SOCIAL WELFARE EXAMINER** OR *twelve (12) months* continuous **permanent** competitive class **status** as a **COMMUNITY SERVICES WORKER** in the Tioga County Department of Social Services.  
**NOTE:** Persons who are currently employed under Section 55a, NYS Civil Service Law, and who meet all the above eligibility requirements in the non-competitive rather than competitive class may compete in this examination.

**DISTINGUISHING FEATURES OF THE CLASS:**  
 The work involves responsibility for aiding public assistance and food stamp applicants and recipients in obtaining employment or learning skills to enable them to obtain employment through a variety of programs. An incumbent reviews the employment capabilities and limitations of recipients and assigns them to job readiness, job placement and/or job training activities. The work involves establishing lines of communications with private employers in local industry, municipalities, education facilities and State employment services to place and/or train applicants. The work is performed under the general supervision of the Social Services Employment Supervisor with leeway allowed for exercise of independent judgment in carrying out details of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES FOR THIS POSITION ARE AVAILABLE TO REVIEW UPON REQUEST**

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

**1. Acquiring and maintaining employment:** These questions test for knowledge and skills needed to help clients acquire and maintain employment. Questions may cover such topics as: helping clients to develop skills in locating job openings, preparing resumes, completing employment applications, and interviewing for jobs; assessing client needs; developing employment plans; matching clients with job opportunities based on client skills, interests, and experience; and developing and recruiting new job opportunities with employers.

**2. 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.

**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. Principles and practices of employment counseling:** These questions test for knowledge and understanding of principles, practices, and techniques of employment counseling in individual and group settings. Questions may cover such topics as: assessing clients' job-related skills and abilities; utilizing vocational tests; matching clients with appropriate training and employment opportunities; matching clients with special incentive programs; assisting clients to develop job search skills and career plans; working with clients and employers to develop appropriate job opportunities; utilizing public employment service programs; applying department policies and program knowledge to counseling and working with special applicant groups; and establishing, maintaining, and terminating the client-counselor relationship.

**TEST GUIDES AND RESOURCE BOOKLETS** - Are not offered for every examination. Access the following site to research all available study guides: <http://www.cs.state.ny.us/testing/localtestguides.cfm>

**USE OF CALCULATORS:**

The use of a calculator is **ALLOWED**.

Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checks, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

**SENIORITY CREDIT:**

Service starts with the time of original entry in the **permanent classified service** of the municipality in which promotion is sought. Points will be added to an eligible score as follows:

Less than 1 year .....	0 points
1 year up to 6 years .....	1 point
Over 6 years up to 11 years .....	2 points
Over 11 years up to 16 years .....	3 points
Over 16 years up to 21 years .....	4 points
Over 21 years up to 26 years .....	5 points

*Tioga County is an Equal Opportunity Employer*

**INFORMATION AND INSTRUCTIONS**

**ADDITIONAL EXAMINATION CREDIT – Children of Firefighters and Police Officers Killed in the Line of Duty:** In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**ALTERNATIVE TEST DATE:** When a candidate is aware of a conflict prior to the scheduled test date, the candidate should notify the Personnel and Civil Service Office in writing as soon as possible. For emergency situations that occur on the scheduled written test date, the candidate must notify the Personnel Office no later than three (3) days following the Saturday on which the written test was held. This request may be made by a member of the immediate family or household in the event of a death in the immediate family or a serious illness. An expanded Tioga County Personnel and Civil Service policy on Alternate Test Dates is available at the Personnel Office.

**APPOINTMENT** from an eligible list must be made from the top three candidates willing to accept the appointment. The resulting eligible list will be used to fill current or future appropriate vacancies within Tioga County's jurisdiction.

**CROSS-FILING: MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY** - If you have 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 make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must make arrangements to take all 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.

**DISQUALIFICATION:** Any applicant may be disqualified for examination, or after examination, for certification and appointment who is not in compliance with the standards and requirements set forth in Section 50 (4) of the Civil Service Law.

**EXAM HOLDINGS:** In the instance where both a *promotional* and an *open-competitive examination* are held for the same title, a mandated *promotional list will be used first* to fill any positions. If you meet both the *promotional* and *open-competitive minimum qualifications*, you must file a separate application and pay any required fee(s) for each exam in order to be considered.

**EXPERIENCE:** All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis.)

**FALSIFICATION** of any part of the "Application for Employment" will result in disqualification.

**FEES:** Candidates must submit a separate application fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take.

**FORMAT:** The test may be in written form or it may be administered on a personal computer (PC). The type of test will be stated on the admission notice.

**FORMS: Civil Service Applications, Fee Waivers and Cross-File Notification Forms** may be obtained from, and must be filed with the **Tioga County Office of Personnel & Civil Service, County Office Building, 56 Main St., Owego, NY 13827**. Request applications by mail, in person or from internet. [www.tiogacountyny.com](http://www.tiogacountyny.com)

**NOTIFICATION:** If an application is disapproved, notice will be sent. *This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.*

**RATING:** This written and/or training and experience 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 provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written and/or training and experience examination.

**RESPONSIBILITY:** You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor.*

**SPECIAL ACCOMMODATIONS:** Religious Accommodation - Handicapped Persons - Military Personnel - If special arrangements for testing are required, please contact the Tioga County Office of Personnel & Civil Service.

**VETERANS OR DISABLED VETERANS** desiring to claim additional credit must request and file an Application for Veterans' Credit at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. These credits may only be used once. Effective January 1, 1998, the State Constitution was amended to *permit a candidate currently in the armed forces to apply for and be conditionally granted veterans' credit in examination. You may not claim veterans' or disabled veterans' credits after the Eligible List has been established.* It is the candidate's responsibility to request and submit an Application for Veterans' Credit before the Eligible List is established. Veterans' credits will only be added to passing examination scores.