

PLEASE POST CONSPICUOUSLY

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

NO. 64-733
OPEN COMPETITIVE
STAFF SOCIAL WORKER

DATE OF EXAMINATION:

Submission of Training and Experience Questionnaire
November 1 – November 30, 2011

APPLICATIONS ACCEPTED UNTIL

September 30, 2011

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: \$24.32/hr. (2010 Hire Rate)

VACANCIES: The eligible list 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.

RESIDENCY: There are no residency requirements to take this examination. Preference in certification may be given to successful candidates who have been legal residents of Madison County for at least one month prior to the date of certification.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class provides social work services to clients of the Community Mental Health/Mental Retardation/Alcoholism and Drug Abuse facility. The incumbent performs social work services in helping clients with social, emotional and related difficulties associated with their presenting problems. The work is performed with some flexibility permitted in determining the scope of interventions used to help the clients deal with personal or environmental problems. Employees in this class are to meet with professionals or agencies in or outside of the community to obtain and coordinate services for clients. The Staff Social Worker functions under the supervision of a Team Leader who may define or limit the work to be performed. The incumbent performs related duties as required.

MINIMUM QUALIFICATIONS: Possession of a New York State license to practice as a Licensed Master Social Worker (LMSW) and current registration, issued by the New York State Education Department at time of appointment.

SPECIAL REQUIREMENT: License and registration must remain current throughout appointment.

Note: The minimum qualifications for this position are mandated under Article 154 of New York State Education Law.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

PRE-PLACEMENT PHYSICAL AND CONTROLLED SUBSTANCES SCREENING: When you are offered a full-time permanent or contingent permanent appointment at Madison County, you will be required to complete a pre-placement physical examination and controlled substance screening prior to employment.

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 September 30, 2011.**

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 November 1** and **approved** candidates will be required to **complete and submit this questionnaire between November 1, 2011,** and **midnight November 30, 2011.***

NOTE: Candidates will not be able to claim any credit for training or experience gained after the **application filing deadline of September 30, 2011.**

Candidates who fail to **submit** a questionnaire **by midnight, November 30, 2011***, 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.org. 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.org.

ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF DEPUTY SHERIFFS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: In conformance with section 85-a of the Civil Service Law, children of deputy sheriffs 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 has served. If you are qualified to participate in this examination and are a child of a deputy sheriff 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.

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: August 10, 2011

Eileen M. Zehr
Madison County
Personnel Officer

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER