



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Shaun Gilliland  
Chairman of the Board

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**TITLE:** **SENIOR CASEWORKER**  
(Provisional \* Appointment)

**SALARY:** **\$30.57/HR.**  
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

**LOCATION:** Essex County Department of Social Services, Elizabethtown.

**BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 35 Hour work weeks (Monday-Friday).

**JOB SUMMARY** The work involves responsibility for providing professional social services work involving the determination and recommendation of the need for service, and the formulation and carrying out of plans to meet the individual problems of cases assigned. The functional duties are similar to those of the Caseworker, except that through training and experience, Senior Caseworkers have gained an expertise to handle more complex problems and situations with less direct supervision. The work is performed under general supervision. The Senior Caseworker may supervise a small group of subordinate workers and volunteers. The incumbent does related work as required.

***Note:** In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's degree, one (1) year of experience in the human services field and two (2) years of supervisory experience.

**PROMOTIONAL QUALIFICATIONS:** Two years of full-time permanent competitive status as a Caseworker in the Essex County Department of Social Services.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State Driver's License

**(OVER)**



Essex County Dept. of Personnel & Civil Service  
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



[essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)



518.873.3360

**Essex County is an Equal Opportunity Employer**

**Note:** Your degree 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 your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Residency Requirement:** There is no residency requirement.

**Additional Information:** Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

**Posting Date:** July 23<sup>rd</sup>, 2024

**Application Deadline:** August 2<sup>nd</sup>, 2024

\*The term *provisional* means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.



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