

# Open Competitive

## WESTCHESTER COUNTY CIVIL SERVICE CAREER OPPORTUNITIES

County Service • Westchester Medical Center • Towns • Villages • School Districts  
Special Districts • Cities of Peekskill & Rye

Applications Continuously Accepted

Effective Date: 5/12/03

JBCL: C2157

Revised: April 7, 2015

Exam #: 02-702

Exam Date:

HELD DURING THE WEEK

(Monday thru Friday)

WRITTEN AND LANGUAGE ORAL

PROFICIENCY TESTS

### SOCIAL CASEWORKER (SPANISH SPEAKING)

Westchester County/Westchester Medical Center\*

A NON-REFUNDABLE \$40.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. SEE APPLICATION FILING FEE STATEMENT ON LAST SECTION OF ANNOUNCEMENT.

**TO APPLY ONLINE VISIT [WWW.WESTCHESTERGOV.COM/HR](http://WWW.WESTCHESTERGOV.COM/HR)**

Successful candidates in this examination will have their names interfiled (placed) on the continuous recruitment eligible list in the order of final scores. The names of candidates will remain on the eligible list for a period of one (1) year. Candidates who wish to retest in this title may do so after one (1) year.

The results from this written examination are used for appointment to applicable positions in Westchester County service or the Westchester Medical Center.

**IF INTERESTED, YOU MUST APPLY FOR THE FOLLOWING EXAMINATIONS AT THE SAME TIME, AS YOUR PARTICIPATION WILL BE LIMITED TO ONCE EVERY TWELVE MONTHS TO TAKE AN EXAMINATION FOR ANY ONE OR COMBINATION OF THESE TITLES:**

02-701 Social Caseworker  
02-702 Social Caseworker (Spanish Speaking)

### SALARY

Westchester County

\$53,315 - Starting Salary

\$66,480 - Maximum reached in four additional steps

Westchester Medical Center

In accordance  
with negotiated agreement

### MINIMUM QUALIFICATIONS

Possession of a Bachelor's Degree\*.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

### **SPECIAL REQUIREMENTS:**

1. Possession of a valid license to operate a motor vehicle in the State of New York will be required at the time of appointment in Social Services.
2. Candidate must receive a satisfactory clearance issued by the New York State Central Register of Child Abuse and Maltreatment and must consent to a background investigation in accordance with the provisions of the Child Abuse Prevention Act of 1985 and New York State Social Services Law.

**ALL CANDIDATES QUALIFYING BY POST HIGH SCHOOL EDUCATION MUST SUBMIT AN OFFICIAL (RAISED SEAL AND SIGNED BY REGISTRAR) TRANSCRIPT(S) TO THIS OFFICE BEFORE BEING APPROVED AND ADMITTED TO TAKE THIS EXAMINATION, UNLESS ALREADY ON FILE IN OUR OFFICE. IF IT IS ON FILE, PLEASE INDICATE THIS ON YOUR APPLICATION.**

**CANDIDATE'S OFFICIAL TRANSCRIPT MUST BE RECEIVED WITHIN 60 DAYS OF FILING APPLICATION. IF NOT RECEIVED WITHIN 60 DAYS, YOU WILL BE DISQUALIFIED TO TAKE THIS EXAM AND MUST RE-FILE.**

**NOTE:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

**Please note:** The Westchester Medical Center is a public benefit corporation that is separate and distinct from the County of Westchester. Although it is not a Westchester County Department, employees at the Medical Center are public employees subject to the rules and regulations of New York State Civil Service Commission. Currently, confirmed by court ruling, the Westchester County Department of Human Resources administers civil service for the Medical Center. Should that decision change, Westchester County may suspend the use of civil service examinations and subsequent eligible lists in this title for appointment to positions at the Westchester Medical Center.

### **RESIDENCE**

There are no residence requirements to participate in the examination, but preference in appointment may be given to eligibles that have been residents in the appointing jurisdiction for 30 days prior to the examination and at the effective date of appointment.

### **DUTIES**

Under supervision, an incumbent of this class performs social casework, making evaluations to determine the need for purchased services or casework services to adults, families or children, and arranges for the provision of service in accordance with existing laws, rules and regulations. Incumbents provide necessary social services to applicants or recipients of public assistance and to those eligible low income individuals meeting state established eligibility standards. Social caseworkers either provide direct services, or arrange for purchase of services from approved vendors of social services in order to improve or to reverse individual and family deterioration, maintain an individual in the community, or provide for his protected care. Duties require proficiency in both Spanish and English, providing interpretive and information services. Does related work as required.

### **VACANCIES**

The eligible list established as a result of this examination will be utilized, where appropriate, for filling any current or future vacancies in all agencies under the jurisdiction of the Westchester County Department of Human Resources.

## RETEST

### Westchester County Retest Policy

In accordance with Westchester County's Continuous Recruitment Retest Policy, candidates may participate in this examination series, with Westchester County, once every twelve months.

## SPECIAL TESTING REQUIREMENT

Candidates who file for caseworker examinations with more than one civil service agency will be required to use the score received in this examination subject to the following terms and conditions:

- 1) A candidate is permitted to take a Caseworker examination prepared by the NYS Department of Civil Service only **once** during each of the following defined periods:
  - January 1 – June 30
  - July 1 – December 31
- 2) A candidate who applies and is approved for more than one Caseworker examination during the same six-month period (January 1 – June 30 or July 1 – December 31) is required to use the score resulting from a single test administration for all examinations held during the same six-month period.
- 3) The candidate must inform the Westchester County Department of Human Resources if he/she has previously taken a Caseworker examination in any other civil service agency and provide the location and date the examination was taken.

### **\*\*\*IMPORTANT CANDIDATE NOTICE\*\*\***

**Candidates who have taken a Caseworker examination during January 1 - June 30 or July 1 - December 31 of this year should submit a statement with the application clearly indicating where and when the examination was taken.**

## SUBJECT OF EXAMINATION

This examination will consist of two parts: a weighted multiple-choice written examination and a qualifying Spanish Language Oral Proficiency test, which will be held on a separate weekday date. The written 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.

If administered on a (PC), **the test will be held on a weekday**. Candidates need no prior knowledge of computers in order to take the test. The test uses a simple point-and-click system that is thoroughly explained through a graphic instruction program. Candidates will be given a sample test on which to practice before the actual test begins.

The weighted written test defined below will be used to determine candidate's rank on the eligible list. For positions requiring performance tests, there will also be relevant qualifying performance test(s) designed to evaluate candidate's skill in specific performance areas. To be placed on the eligible list, candidates must pass the weighted written test and the relevant performance test(s).

**WRITTEN TEST** is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Establishing and Maintaining Effective Helping Relationships in a Social Casework Setting**  
These questions test for an understanding of the factors contributing to the development and maintenance of productive client-worker relationships. You will be provided with descriptions of specific client-worker interactions and asked to select the appropriate responses. The questions cover such topics as confidentiality, time management, professional ethics, and referral techniques.
2. **Interviewing (Caseworker)** - These questions test for an understanding of the principles and techniques of interviewing and their application to specific client-worker situations. You will be provided with a series of concrete interviewing situations for which you will be required to select an appropriate course of action based on an analysis of the situation, the application of the information provided, and the ramifications of various interviewing principles and strategies. You will also be asked questions about the interviewing process and various interviewing techniques.

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 and then asked to choose from four suggestions the best order for the sentences.

**In accordance with Section 23.2 of Civil Service Law, candidates may not review their examination papers and may not appeal their examination results. However, at the written request of a candidate, the accuracy of his/her score will be verified.**

The New York State Department of Civil Service has published a Study Guide intended for candidate preparation for this particular examination. This Study Guide contains important test-related information as well as sample test questions similar to the questions that will be used in the written test.

The New York State Department of Civil Service is making a copy of this Study Guide and other related information available on its Website at <http://www.cs.ny.gov/testing/localtestguides.cfm>. (Remember to scroll down the page) In addition, a copy of this Study Guide can also be obtained from the Westchester County Department of Human Resources, Suite 100, 148 Martine Avenue, White Plains, New York 10601.

**SPANISH LANGUAGE ORAL PROFICIENCY TEST** – Candidates will be subject to a Spanish Language Oral Proficiency examination as prescribed by New York State Department of Civil Service. The Spanish Language Proficiency Test for this examination will be held at a later weekday date. \*This exam will evaluate proficiency of listening and reading comprehension as well as oral abilities. Language proficiency is evaluated in terms of:

**LEVEL 3 - ADVANCED PROFICIENCY** - characterized by fluency and accuracy of expression: Able to use the language fluently and accurately on all levels normally pertinent to professional needs. With occasional use of a dictionary can readily read difficult prose intended for the general reader, and specialized materials in their own area of expertise.

1. GRAMMAR - grammatical accuracy of words and groups of related words, correct use of syntax and sentence structure.
2. VOCABULARY - adequacy of vocabulary (both sufficiency and accuracy of use) for the topics discussed.
3. FLUENCY - general smoothness and evenness of discourse.
4. CONTENT - relevance and completeness of statements and questions, clarity of ideas, and level of communication.

**SPANISH LANGUAGE ORAL PROFICIENCY WAIVER POLICY:** The Spanish Proficiency Level required for this examination as determined by the Westchester County Department of Human Resources is Level 3. Candidates who have passed a qualifying Spanish Language Oral Proficiency test given by the Westchester County Department of Human Resources or the New York State Department of Civil Service at Level 3 may be waived from the required language proficiency test for this examination. Candidates seeking such a waiver must provide **original documentation** from the testing agency that shall include the following information: Examination/Test date and Spanish Language Oral Proficiency Level. **Requests for waiver, and all supporting documentation, must be submitted with your application, and will not be accepted after you have participated in the written examination.**

**\*SPECIAL NOTE:** The Westchester County Department of Human Resources reserves the right to administer the Language Proficiency test either to only candidates who pass the written test or to all who sat for the written test. Those who will be tested for language proficiency will be notified by the Department of Human Resources about the time and place of this test.

## **GENERAL NOTICE TO CANDIDATES FOR CIVIL SERVICE EXAMS**

- 1) Unless otherwise notified, candidates are permitted 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. You may not bring books or other reference materials to the examination location.
- 2) ELIGIBLE LISTS - Successful candidates in this examination will have their names interfiled (placed) on the continuous recruitment eligible list in the order of final scores, regardless of the date on which they filed for or took the examination. The names of candidates will remain on the eligible list for a period of one (1) year, unless permanently appointed.
- 3) RETESTS - Candidates are barred from taking this examination series for twelve months from the last date on which they participated.
- 4) FOR COUNTY EMPLOYMENT - In accordance with Westchester County's comprehensive Drug-Free Workplace Policy and Procedures, and commitment to maintain a safe, alcohol and drug-free work environment, you may be required to submit to a urinalysis and/or blood test.
- 5) FOR COUNTY EMPLOYMENT – If offered employment, you will be subject to the Westchester County Fingerprinting Policy under which your appointment may be conditioned on the results of a fingerprinting investigation.
- 6) This examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for the positions in the classified service will apply to this examination.
- 7) Veterans and Veterans with Disabilities, who meet the criteria set forth in the Application for Examination, may be eligible for additional credits added to their earned scores if successful in examination. **CREDITS MUST BE CLAIMED AT THE TIME OF FILING YOUR APPLICATION FOR EXAMINATION AND YOU MUST ATTACH A COPY OF YOUR DD214 SEPARATION PAPERS.** If claiming credit as a Veteran with a disability, attach form 102. **If these documents are not submitted within sixty days of filing your application, your claim will be denied.** "Active duty members of the Armed Forces have the right to request veteran credits prior to discharge. If you are currently on active duty you should check the appropriate box on the application and attach a letter requesting the use of credits with documentation verifying your active duty status: i.e. copy of military ID, military orders, official documents indicating current service, etc." See our website section "Special Rights for Veterans" for details regarding the use of these credits. Veterans who previously used non-disabled veteran credits for appointment to a position in New York State or local government AND, after his/her appointment, was subsequently classified by the Veterans Administration as a disabled veteran, are now eligible for an award of additional veteran credits. If you are claiming additional disabled veteran credits as a result of the Amendment to Section Six of Article Five of the New York State Constitution effective January 1, 2014, Form 102 Authorization for Disability Record and Form 102S Authorization for Verification of Non-Disabled Veterans Credits Use must be submitted. Completed forms must be received by the Westchester County Department of Human Resources before an eligible list is established in order to be granted credits on that eligible list.
- 8) In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are 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 firefighter or police officer killed in the line of duty in this municipality, please inform this office 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.

### **HOW TO APPLY**

#### **APPLICATION FILING FEE**

**A \$40.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. THE FEE MUST ACCOMPANY YOUR APPLICATION(S). SEND CHECK OR MONEY ORDER PAYABLE TO THE WESTCHESTER COUNTY DEPARTMENT OF HUMAN RESOURCES WITH YOUR APPLICATION. WRITE THE EXAMINATION NUMBER(S) AND THE APPLICANT'S NAME ON THE CHECK OR MONEY ORDER. CASH WILL NOT BE ACCEPTED.**

**APPLICATION FEES ARE NOT REFUNDABLE. IF YOU ARE DISQUALIFIED FROM OR FAIL TO APPEAR FOR THE EXAMINATION, YOUR FEE IS NOT REFUNDED. THEREFORE, WE URGE YOU TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED.**

**IF YOUR APPLICATION IS RECEIVED WITHOUT THE REQUIRED FEE, IT WILL BE RETURNED TO YOU. SHOULD YOU WISH TO REFILE WITH THE REQUIRED FEE, YOUR APPLICATION AND THE APPROPRIATE FEES MUST BE RETURNED TO THIS OFFICE.**

**THE APPLICATION FILING FEE IS SUBJECT TO BEING INCREASED WITHOUT PRIOR NOTICE.**

**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. The fee may also be waived for those who are serving active military duty. Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

You may obtain application forms in person from the:

WESTCHESTER COUNTY DEPARTMENT OF HUMAN RESOURCES  
SUITE 100, MICHAELIAN OFFICE BUILDING  
148 MARTINE AVENUE  
WHITE PLAINS, NEW YORK 10601

**ALTERNATE TEST DAY REQUESTS:** If you require special arrangements, a written request should be attached to the application describing the type of special arrangements required. Continuous Recruitment tests are held on a weekday date. Candidates are notified by mail approximately 8-10 days before they are due to appear.

**AN ALTERNATE TEST DATE MAY ONLY BE REQUESTED FOR THE FOLLOWING REASONS:**

- A death in the immediate family or household within the week preceding the examination.
- Medical emergencies involving the candidate or member(s) of the immediately family.
- Military Orders (A copy of orders is required).
- Religious Observance - Candidate must submit required form.
- Wedding - must be a member of the wedding party or member of the immediate family of the bride or groom.
- Vacation for which a non-refundable down payment was made before the exam announcement was issued.
- Required court appearances.

#### **PROCEDURE**

A written request with appropriate documentation justifying the request must be submitted to the Recruitment and Selection Unit. With no exception, alternate requests must include documentation verifying the outstanding circumstance which precludes the candidate from appearing. After consideration, the Recruitment and Selection Unit shall notify the candidate as to whether or not the request is granted.

**NOTE: RELIGIOUS ACCOMMODATION** - If special arrangements for testing are required, please indicate this on your application.

**APPLICANTS WITH DISABILITIES** - If special arrangements for testing are required, please indicate this on your application.

Candidates are responsible for reporting in writing, all changes in name and/or address directly to the "Recruitment and Selection Unit" at the above address. Please include examination number on all correspondence.

Candidates, who receive disqualification notices and wish to appeal such disqualification, must do so in writing.

**WESTCHESTER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.** It is the policy of Westchester County to provide for and promote the equal opportunity of employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, sex, disability, marital status, sexual orientation, or any other protected status.

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Applications Continuously Accepted

Exam #: 02-701

Exam Date:

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HELD DURING THE WEEK

JBCL: C1022

(Monday thru Friday)

Revised: April 7, 2015

### SOCIAL CASEWORKER

Westchester County/Westchester Medical Center\*

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02-701 Social Caseworker  
02-702 Social Caseworker (Spanish Speaking)

### SALARY

Westchester County

Westchester Medical Center

\$53,315 - Starting Salary

In accordance with negotiated agreement

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### MINIMUM QUALIFICATIONS

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Veterans who previously used non-disabled veteran credits for appointment to a position in New York State or local government AND, after his/her appointment, was subsequently classified by the Veterans Administration as a disabled veteran, are now eligible for an award of additional veteran credits. If you are claiming additional disabled veteran credits as a result of the Amendment to Section Six of Article Five of the New York State Constitution effective January 1, 2014, Form 102 **Authorization for Disability Record** and Form 102S **Authorization for Verification of Non-Disabled Veterans Credits Use** must be submitted. Completed forms must be received by the Westchester County Department of Human Resources before an eligible list is established in order to be granted credits on that eligible list.

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**APPLICATION FEES ARE NOT REFUNDABLE. IF YOU ARE DISQUALIFIED FROM OR FAIL TO APPEAR FOR THE EXAMINATION, YOUR FEE IS NOT REFUNDED. THEREFORE, WE URGE YOU TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED.**

**IF YOUR APPLICATION IS RECEIVED WITHOUT THE REQUIRED FEE, IT WILL BE RETURNED TO YOU. SHOULD YOU WISH TO REFILE WITH THE REQUIRED FEE, YOUR APPLICATION AND THE APPROPRIATE FEES MUST BE RETURNED TO THIS OFFICE.**

**THE APPLICATION FILING FEE IS SUBJECT TO BEING INCREASED WITHOUT PRIOR NOTICE.**

**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. The fee may also be waived for those who are serving active military duty. Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

You may obtain application forms in person from the:

WESTCHESTER COUNTY DEPARTMENT OF HUMAN RESOURCES  
SUITE 100, MICHAELIAN OFFICE BUILDING  
148 MARTINE AVENUE  
WHITE PLAINS, NEW YORK 10601

**ALTERNATE TEST DAY REQUESTS:** If you require special arrangements, a written request should be attached to the application describing the type of special arrangements required. Continuous Recruitment tests are held on a weekday date. Candidates are notified by mail approximately 8-10 days before they are due to appear.

**AN ALTERNATE TEST DATE MAY ONLY BE REQUESTED FOR THE FOLLOWING REASONS:**

- A death in the immediate family or household within the week preceding the examination.
- Medical emergencies involving the candidate or member(s) of the immediately family.
- Military Orders (A copy of orders is required).
- Religious Observance - Candidate must submit required form.
- Wedding - must be a member of the wedding party or member of the immediate family of the bride or groom.
- Vacation for which a non-refundable down payment was made before the exam announcement was issued.
- Required court appearances.

## PROCEDURE

A written request with appropriate documentation justifying the request must be submitted to the Recruitment and Selection Unit. With no exception, alternate requests must include documentation verifying the outstanding circumstance which precludes the candidate from appearing. After consideration, the Recruitment and Selection Unit shall notify the candidate as to whether or not the request is granted.

**NOTE: RELIGIOUS ACCOMMODATION** - If special arrangements for testing are required, please indicate this on your application.

**APPLICANTS WITH DISABILITIES** - If special arrangements for testing are required, please indicate this on your application.

Candidates are responsible for reporting in writing, all changes in name and/or address directly to the "Recruitment and Selection Unit" at the above address. Please include examination number on all correspondence.

Candidates, who receive disqualification notices and wish to appeal such disqualification, must do so in writing.

**WESTCHESTER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.** It is the policy of Westchester County to provide for and promote the equal opportunity of employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, sex, disability, marital status, sexual orientation, or any other protected status.

[www.westchestergov.com/hr](http://www.westchestergov.com/hr)