

PLEASE POST CONSPICUOUSLY
MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES
COUNTY OFFICE BUILDING
WAMPSVILLE, NEW YORK

#60019780
SUPERVISING STAFF SOCIAL WORKER
(Open Competitive)

#70004300
SUPERVISING STAFF SOCIAL WORKER
(Promotion)

DATE OF EXAMINATION:
March 1, 2025

APPLICATIONS ACCEPTED UNTIL:
January 10, 2025 by 4:00 p.m.

To apply for exams:

- **Online:** Go to <https://madison-portal.mycivilservice.com/exams>.
- **By Mail:** Applications can be downloaded from the Department of Human Resources website at: <https://www.madisoncounty.ny.gov/301/Human-Resources-Forms>.
- Applications must be received or postmarked by the application deadline. Carefully compare your qualifications against the minimum qualifications listed on the announcement and apply for only those examinations for which you clearly meet the required qualifications.

SALARY: \$44.09/hour (2025 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 or satellite locations.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

DISTINGUISHING FEATURES OF THE CLASS: A Supervising Staff Social Worker has overall responsibilities, administratively and clinically, for the social work staff of the clinic. The Supervising Staff Social Worker reports to the Mental Health Clinic Treatment Program Coordinator and the Director of Community Mental Health Services. The incumbent performs related duties as required.

PROMOTION MINIMUM QUALIFICATIONS: Limited to current employees of the Madison County Mental Health Department with at least one (1) year of continuous service in the title of Senior Staff Social Worker; OR two (2) years of continuous service in the titles of Staff Social Worker and/or Staff Social Worker (HELP Program) who also meet the open competitive minimum qualifications.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS: Possession of a Master's degree in social work and four (4) years of full-time paid, or its part-time equivalent, experience working with high risk individuals in a clinical setting or administrative work experience in mental hygiene or behavioral health programs.

NOTE:

1. Degree(s) 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 of the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.
2. According to Civil Service Law, section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotion examination.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a New York State license to practice as a Licensed Certified Social Worker (LCSW), Licensed Master Social Worker (LMSW); AND current registration, issued by the New York State Education Department at time of application. License and registration must remain current throughout appointment.

SENIORITY POINTS will be added to the written test score of candidates who pass the written 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 Department of Human Resources or a copy is posted on the Madison County Department of Human Resources intranet page.

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

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.

Developing & Implementing Treatment in a Social Work Program - These questions test for knowledge, understanding, and ability to apply social work concepts, theories, standards, principles, and practices in various settings. Questions may cover such topics as assessment, development, implementation, monitoring and evaluation of treatment for individuals and families; coordination of services; advocacy and counseling for individuals and families of all backgrounds; and crisis intervention.

Working with Individuals to Promote Mental Health - These questions test for knowledge of characteristics, causes and treatment methods associated with working with individuals who may have mental, developmental, physical, social and substance abuse disorders and/or disabilities. Questions cover such topics as establishing, maintaining and terminating client relationships; recognizing, interpreting, and responding to individual and group behaviors, as well as crisis situations; and facilitating access to essential services such as financial, housing, medical, educational, legal, vocational, and recreational.

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.

Supervision - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

CALCULATOR: *Candidates are permitted to use quiet, hand-held, solar or battery powered calculators.* Cell phones, devices that may be connected to a computer, and 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.

TEST GUIDE: The New York State Department of Civil Service has not prepared a test guide for this examination, however, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>

TIME AND PLACE OF EXAMINATION: Accepted candidates will be notified by letter when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (315) 366-2341.

IDENTIFICATION: Bring positive identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature. Candidates will not be admitted without the proper identification.

SECTION 23-2 STATEMENT: The written test 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 the written test.

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.

THOSE REQUIRING RELIGIOUS ACCOMMODATIONS, DISABLED PERSONS AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: IF SPECIAL ARRANGEMENTS FOR TESTING ARE REQUIRED, INDICATE THIS ON YOUR APPLICATION FORM.

BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER ON YOUR APPLICATION WHEN YOU FILE. QUALIFIED CANDIDATES MUST BRING THEIR SOCIAL SECURITY NUMBER TO THE EXAMINATION AS THIS WILL BE USED AS THEIR IDENTIFICATION NUMBER IN THE EXAMINATION.

ISSUED: December 11, 2024

Ryan D. Aylward
Madison County
Director of Human Resources

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER