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DELAWARE COUNTY PERSONNEL OFFICE
ANNOUNCING CONTINUOUS RECRUITMENT EXAMINATION FOR
CORPORATE TOLDOES

Updated: 6/20/18

Applications accepted continuously

The exam will be scheduled on Saturday providing there are other city or service exams already scheduled.

NOTE: ONLY APPLICATIONS SUBMITTED TO THE DELAWARE COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION.

EXAMINATION FEE: EXAMINATION FEE: A fee of \$140.00 is required for each separately administered examination for which you apply. The required fee MUST accompany your application. Send in dollars; your preferred check or money order payable to the Delaware County Personnel Office. While the examination material is at your check or money order. ****PERSONAL CHECKS WILL NOT BE ACCEPTED****. No refund of fees will be allowed whether or not you pass the entrance examination. You are urged to compare your qualifications carefully with the requirements for admission and file only the above information for which you are clearly qualified.

EXAMINATION FOR WORKER: A waiver of examination fee will be allowed if you are unemployed and actively responsible for the support of a household. In addition, a waiver of examination fee will be allowed if you are determined eligible for retirement, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Temporary Assistance to Needy Families, Supplement is not covered by Training Partnership Act's welfare-to-work program) or eligible through a State or local social service agency. All claims for examination fee waiver are subject to verification. If you are merely eligible for the examination fee waiver, complete a "Request for Examination Fee Waiver and Certification" form and submit it with your application for the Exam. Please Note as stated on the Examination Announcement, "Request for Examination Fee Waiver and Certification" forms may be obtained in the Personnel Office or online at www.co.delaware.pa.us click on departments and then personnel. Waivers will not be considered if filed after the last filing date.

LOCATION OF POSITIONS: Delaware County Department of Social Services, Berks, New York

SALARY: \$39,480

NOTES: This is a career position in the competitive class for which candidates are selected to serve a term of appointment for one year. An appointment rate comparable combined rate of payment competitive class service as a Corporate Toldos will be awarded in the position of Corporate Toldos without further examination. The incumbent must have no immediate and easy access to any of the individual positions of the same assigned. The work involves providing limited professional socialwork services to clients and their families in a local social services district while undergoing ongoing formal and informal in-service training in applicable laws, regulations and social standards, practices and procedures. Incumbents must be able to work and stay calm in stressful situations particularly those requiring crisis intervention. The work is performed under the direct supervision of a supervisor or other supervisory or administrative staff. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State approved college or university with a bachelor's degree.

NOTE: A Bachelor's Degree in Human Services is preferred. Human Services are defined as social work, psychology, early childhood development, mental health, developmental disabilities, gerontology or related field.

NOTE: Certain requirements made for employment in this class require access to transportation to meet field work requirements made in the incumbent's course of business in a timely and efficient manner.

NOTE: Possession of a valid New York State driver's license is required at time of appointment and maintained during employment.

Candidates attending college receive **NEST** submit a copy of their official transcript(s).

RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION.

NOTE: Unless otherwise specified, all required experience must be full time paid or its part-time paid equivalent. You are responsible for substantiating an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be incorporated in your description. Applicants for examination must meet all minimum qualifications set out before the examination date with no exceptions allowed. If an applicant fails the required experience or has not completed all required training at the time he/she submits an application, but is working in a qualifying position or will complete all required course work by the date of the examination, he/she may be approved conditionally to take an examination pending verification of successful completion of all experience and training requirements.

A "Guide to Taking the Written Test for Corporate" is available containing sample test questions and solutions, identical to the questions that will appear on the exam. Candidates who wish a copy of the Guide should call or write: the Delaware County Personnel Office, One Government Square, Suite P1, Delhi, New York 13753 (800-822-8878) or access our website at www.co.delaware.pa.us click on departments and then personnel.

The NEW Civil Service Department publication "How to Take a Written Test" is available on and can be fully downloaded from the Department's website at www.co.delaware.pa.us click on departments and then personnel.

SUBJECT OF EXAMINATION: Worker test will cover knowledge, skills, and/or abilities in such areas as:

1. **Establishing and Maintaining Effective Working Relationships in a Social Services 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 encounters and asked to select the appropriate response. This question covers such topics as confidentiality, time management, professional ethics and related techniques.

2. **Interviewing:** These questions test for an understanding of the principles and techniques of interviewing and their application to specific client-worker encounters. You will be provided with a series of interview interview situations for which you will be required to select all appropriate content of action based recommendations of the interview. The application of the interview procedures and the identification of various interviewing techniques and strategies. You will also be asked questions about the interviewing process and various interviewing techniques.

3. **Recognizing Misuse of Funds:** These questions test for the ability to present information clearly and accurately and to organize paragraphs logically and comprehensively. For some questions, you will be given information in form of three sentences followed by four conclusions of the information. You must then choose the best conclusion. For other questions, you will be given paragraphs with their sentences out of order and then select an effective form from suggestions the order for the sentences.

Caseworker Trainee Test Ny Civil Service

Siddappa N.Byrareddy



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Social Casework ,1987 Records & Briefs New York State Appellate Division , **Specifications for Positions in the New York State Civil Service** ,1974 Education: Advanced Test Samuel Beckoff,1972 **Quarterly bulletin (New York (N.Y.). Dept. of Health). 1918** ,1918 Weekly Bulletin of the Dept. of Health of the City of New York New York (N.Y.). Department of Health,1918 **Weekly Report of the Department of Health of the City of New York** New York (N.Y.). Dept. of Health,1918 Better Times ,1929 Practice for Officer Candidate Tests David Reuben Turner,1974
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Table of Contents Caseworker Trainee Test Ny Civil Service

1. Understanding the eBook Caseworker Trainee Test Ny Civil Service
 - The Rise of Digital Reading Caseworker Trainee Test Ny Civil Service
 - Advantages of eBooks Over Traditional Books
2. Identifying Caseworker Trainee Test Ny Civil Service
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Caseworker Trainee Test Ny Civil Service
 - User-Friendly Interface
4. Exploring eBook Recommendations from Caseworker Trainee Test Ny Civil Service
 - Personalized Recommendations
 - Caseworker Trainee Test Ny Civil Service User Reviews and Ratings
 - Caseworker Trainee Test Ny Civil Service and Bestseller Lists
5. Accessing Caseworker Trainee Test Ny Civil Service Free and Paid eBooks
 - Caseworker Trainee Test Ny Civil Service Public Domain eBooks
 - Caseworker Trainee Test Ny Civil Service eBook Subscription Services
 - Caseworker Trainee Test Ny Civil Service Budget-Friendly Options

6. Navigating Caseworker Trainee Test Ny Civil Service eBook Formats
 - ePub, PDF, MOBI, and More
 - Caseworker Trainee Test Ny Civil Service Compatibility with Devices
 - Caseworker Trainee Test Ny Civil Service Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Caseworker Trainee Test Ny Civil Service
 - Highlighting and Note-Taking Caseworker Trainee Test Ny Civil Service
 - Interactive Elements Caseworker Trainee Test Ny Civil Service
8. Staying Engaged with Caseworker Trainee Test Ny Civil Service
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Caseworker Trainee Test Ny Civil Service
9. Balancing eBooks and Physical Books Caseworker Trainee Test Ny Civil Service
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Caseworker Trainee Test Ny Civil Service
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Caseworker Trainee Test Ny Civil Service
 - Setting Reading Goals Caseworker Trainee Test Ny Civil Service
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Caseworker Trainee Test Ny Civil Service
 - Fact-Checking eBook Content of Caseworker Trainee Test Ny Civil Service
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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