

St. Lawrence County Government  
Position Advertisement Form

St. Lawrence County Department of Social Services is in search of:

**Caseworker/Caseworker-CPS**

Salary: \$49,734 - \$51,624 with excellent benefits as described below

**Benefits:** Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

**Duties of the position:** An employee in this class performs a variety of social case work services related to a specific program area of the agency. Work involves investigations, formulation of treatment plans, counseling, referral and other duties connected with case management. Work is performed under supervision of a higher-level caseworker or supervisor and is reviewed through conferences and analysis of records for results obtained. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree.

**SPECIAL REQUIREMENT:** A current, valid New York State driver's license and accessibility to an automobile for business use will be required.

**\*\*\*\*You must take a civil service exam for this position. The exam fee for the Caseworker exam has been waived and all approved applicants for the open positions will be registered for the exam as well. The exam is scheduled for May 27<sup>th</sup> 2023. You can apply for the exam here: <https://stlaw-portal.mycivilservice.com/post/exams>\*\*\*\***

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications accepted until the position is filled.

**You can apply online at <https://stlaw-portal.mycivilservice.com>.**

Applications can also be obtained from the St. Lawrence County's website, <https://stlawco.org/Departments/HumanResources> or by contacting Human Resources

(315)379-2210.

Send application to:

St. Lawrence County Human Resources Office  
48 Court Street  
Canton, NY 13617

**AA/EEO**