

ST. LAWRENCE COUNTY  
A.A./E.E.O. EMPLOYER  
CIVIL SERVICE OPPORTUNITY  
EXAMINATION OPEN TO THE PUBLIC

EXAMINATION DATE: March 2, 2024

LAST FILING DATE: February 7, 2024

**Service Coordinator - #69-397**

There is currently one (1) vacancy for Service Coordinator at St. Lawrence County Public Health. The eligible list resulting from this examination will be used to fill vacancies as they occur in agencies under the jurisdiction of the St. Lawrence County Human Resources Department. The current salary is \$55,088.

**MINIMUM QUALIFICATIONS:**

- A) Possession of a Bachelor's Degree in Early Childhood Education, or a health or human service field; **OR**
- B) Possession of an Associate's Degree in Early Childhood Education, or a health or human service field and two (2) years of experience in a service setting with infants and toddlers with developmental delays or disabilities and at least (1) one year of which must have been in service coordination activities.

**SPECIAL REQUIREMENT:** Must possess a valid NYS Driver's License upon application with a driving record acceptable to the County's insurance carrier maintained throughout employment.

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 of 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.

If your degree is from a college or university located outside of the United States, it is necessary that you contact the St. Lawrence County Human Resource Office prior to applying for this examination.

**NOTE:** Submission of a resume does not relieve you of the responsibility for completing ALL sections of the official application. Your resume is a supplement to the application, not a substitute for it.

**SPECIAL ANNOUNCEMENT:** Effective November 7, 2018, the St. Lawrence County Personnel Officer has assumed the administration of civil service for the City of Ogdensburg. At that time, St. Lawrence County eligible lists will, as appropriate, be certified to fill vacancies in the City of Ogdensburg. Candidates interested in employment with the City of Ogdensburg must now participate in examinations conducted by the St. Lawrence County Human Resources Department.

**APPLICATION FEE:** The St. Lawrence County Human Resources Department will be collecting an application fee of \$12.50 from examination applicants. The required fee must accompany your application and must be in the form of either a check or money order payable to the St. Lawrence County Treasurer. Write the number of the examination on your check or money order. **DO NOT SEND CASH.** As no refund will be made, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you believe you are clearly qualified. Any application received after the last filing date will be returned along with the application fee. There will be a \$15.00 returned check fee of any returned check.

**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. **All claims for application fee waiver are subject to verification, please complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.** The "Request for Application Fee Waiver and Certification" form is located on the St. Lawrence County web site at: <https://stlawco.gov/Departments/HumanResources> or by contacting the Human Resources Department at (315) 379-2210.

**GENERAL STATEMENT OF DUTIES:** This position exists in the Public Health Department and involves responsibility to plan and oversee the provision of services to children with serious and/or potential developmental disability to insure that these clients gain access to needed medical, social, educational, psychological and other services necessary to meet basic human needs. Service coordination is a process involving assuring that parents of eligible children have access to early intervention services and other services such as medical services for other than diagnostic and evaluation purposes that the child is receiving. The role of the Service Coordinator is to identify clients in need of early intervention services, assure the assessment of clients on their caseload, determine resources needed, coordinate and integrate written service plans, facilitate service delivery, coordinate treatment plans with service providers, provide services to prevent or resolve crises, and is responsible for community support and education activities. Work is performed under the general direction of the Children's Programs Supervisor with considerable latitude allowed for exercising independent judgment in planning and carrying out the details of the work. The incumbent does related work as required.

**NOTE:** Calculators are **RECOMMENDED** for this exam.

Applications and application fees must be submitted or postmarked by the last filing date stated above. Normal business hours are 8:00 am to 4:00 pm. Late applications and/or application fees will not be accepted. Candidates will be notified approximately two weeks prior to the examination date, as to the time and place of the examination. In order to assure you receive all correspondence from our office, we **must** have your current address on file. Email changes to: [exams@stlawco.gov](mailto:exams@stlawco.gov) or contact the St. Lawrence County Human Resources Department at the number listed below.

Date Published: January 12, 2024

APPLICATIONS AND FURTHER INFORMATION  
St. Lawrence County Human Resources Department  
48 Court Street, Canton, New York 13617-1169  
(315) 379-2210  
<https://stlawco.gov/Departments/HumanResources>  
(SEE REVERSE SIDE FOR GENERAL INSTRUCTIONS)

### **SITTING CONDITIONALLY FOR AN EXAMINATION**

Candidates who will receive a qualifying college degree within four (4) months after the date of this examination will be allowed to sit conditionally. The candidates' name will be withheld from certification until proof of the qualifying degree has been received by the Human Resources Department. The candidate will be required to furnish proof that they have received said degree, **no later than four (4) months after the establishment of the Eligible List** resulting from this examination. Upon receipt of said proof within the time frame so stated, the candidate will become eligible for certification.

### **SPECIAL EXAMINATION ARRANGEMENTS**

Special accommodations for handicapped candidates will be made unless such accommodations would impose an undue hardship on the Human Resources Department. Written requests specifying such accommodations should be filed with the examination application in order to allow for the necessary documentation, determination and arrangements.

### **RELIGIOUS ACCOMMODATION**

Candidates who, because of a religious observance or practice, are unable to compete in an examination scheduled to be held by this office, will be rescheduled. Notification must be made in writing to the Human Resources Department with the examination application. The candidate will be notified by the Human Resources Department of an alternate test date.

### **MILITARY COMMITMENT**

Candidates who are unable to appear on the regularly scheduled examination date due to ordered military duty should contact the Human Resources Department for information regarding their rights to an alternate test date.

### **OTHER ALTERNATE TEST DATES**

Alternate examination dates may be granted for qualifying circumstances. A request for alternate examination date must be submitted to the St. Lawrence County Human Resources Department no later than the close of business on the next business day following the examination date, whenever practicable. Any alternate examination date administration beyond the Saturday following the scheduled Saturday examination date must be reviewed with the New York State Department of Civil Service.

### **MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (CROSS FILERS)**

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 (2) 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.

### **VETERANS CREDITS**

For purpose of claiming Veterans Credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

Dec. 7, 1941 - Dec. 31, 1946

June 27, 1950 - Jan. 31, 1955

Feb. 28, 1961 - May 7, 1975

June 1, 1983 - Dec. 1, 1987

Oct. 23, 1983 - Nov. 21, 1983

Dec. 20, 1989 - Jan. 31, 1990

Aug. 2, 1990 - End of Persian Gulf Conflict

Disabled or Non-Disabled Veterans who claim additional credits will receive information as to the filing procedure approximately 2 weeks prior to the date of the examination. (See section 6 of the application for additional information)

### **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be 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 of this matter 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.

### **WRITTEN EXAMINATION**

This written examination is 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 which deals with the rating of examinations will apply.

### **CONTINUOUS RECRUITMENT EXAMINATIONS**

Names of candidates from a continuous recruitment examination will be inter-filed on the continuing eligible list in rank order regardless of the date on which they took the test. A department/agency/municipality reserves the right to terminate the continuous recruitment program.

### **ELIGIBLE LISTS**

Eligible Lists will be ranked in the order of final rating, and will be established for a minimum of one year to a maximum of four years unless exhausted prior to that date. Established Eligible Lists may be extended by the Personnel Officer not to exceed four years.

### **NOTE TO CANDIDATES**

Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. The use of cellular phones, smart watches, Fit Bits, Beepers, Headphones or other communication devices; devices with typewriter keyboards, 'spell-checkers', 'personal digital assistant', 'address books', 'language translators', 'dictionaries' and any similar devices are strictly prohibited. Books or other reference materials are also prohibited.

### **BACKGROUND INVESTIGATIONS, FINGERPRINTS AND FEES**

Fingerprinting is sometimes required at the time of appointment. If so, you may be required to pay the processing fee. Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**EXPANDED SCOPE STATEMENT**

*Service Coordinator*

*Exam Date: 03/02/2024*

69-397

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

**1 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.

**2 Child development**

These questions test for knowledge and understanding of child development. Questions may cover such topics as psychological, social, and biological influences on a child's personality; family socialization; parent-child relationships; self-concept; normal and abnormal behavior; causes of problem behavior; influence of peers; educational and recreational activities; and the role of social interaction on cognitive development.

**3 Principles and practices of social casework**

These questions test for knowledge of the principles and practices used to provide casework services to individuals and/or families of all ages, backgrounds, and circumstances. Questions will test for application of this knowledge in various settings and will include such topics as assessment, monitoring and evaluating services, counseling, referrals, and advocacy.

**4 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.

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.