

EXAMINATION OPEN TO THE PUBLIC

CHILD SUPPORT UNIT SUPERVISOR ASSISTANT
EXAM #63-025 (OC)

SEPTEMBER 20, 2017
APPLICATION DEADLINE DATE

OCTOBER 14, 2017
EXAMINATION DATE

APPLICATIONS MUST BE RECEIVED BY 4:30 PM ON THE APPLICATION DEADLINE DATE
A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE
MUST ACCOMPANY EACH APPLICATION
\$15.00 MONEY ORDER ONLY -- PAYABLE TO ONEIDA COUNTY

STARTING SALARY/RANGE: \$38,919 Oneida County Government

VACANCIES: There is currently one (1) vacancy in the Oneida County Department of Social Services, Utica, NY. **The eligible list, established as a result of this examination, will be used to fill this vacancy and any other appropriate vacancies which may occur in this title under the jurisdiction of the Oneida County Commissioner of Personnel.**

ELIGIBLE LIST: A promotion examination for this title will be held at the same time as the open competitive examination. The eligible list, resulting from this promotion examination, will be used first, as mandated by State Law.

RESIDENCE REQUIREMENT: **NONE** - When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been a resident of such municipality for at least one month prior to the date of certification in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application.

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social work, sociology, psychology, business management, criminal justice or a closely related field **AND** two (2) years of supervisory experience working in a human services agency; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in social work, sociology, psychology, business management, criminal justice or a closely related field **AND** four (4) years of experience working in a human services agency; two (2) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment will be required. Incumbent must maintain license throughout appointment.

NOTE: 1. Further verification may be requested from candidates to verify their academic qualifications.
2. Candidates must submit with application copy of transcripts which show degree area and date degree conferred.

DUTIES: This position exists in the Department of Social Services, and has responsibility to assist the Child Support Unit Supervisor in the administration of the support investigative functions of the Department. The incumbent performs related work as required.

SUBJECTS OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to evaluate knowledge, skills, and/or abilities in such areas as:

- 1. Administrative Techniques and Practices** - These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.
- 2. Investigating and Evaluating Financial Resources** - These questions test for knowledge of the principles and practices used in determining the existence of various types of assets and other financial resources and determining the value and availability of assets.
- 3. Laws, Rules and Regulations Related to Child Support** - These questions test for knowledge of federal and state policy, laws, rules, and regulations related to child support.

4. **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.
5. **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.

CALCULATORS ARE RECOMMENDED: Unless specifically prohibited, candidates are permitted to use QUIET, hand-held, solar- or battery-powered calculators ONLY. Devices with typewriter keyboards, such as cell phones, computers or devices which can be hooked up to a computer, spell-checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are **PROHIBITED**.

TEST GUIDE: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information contained in the publication "How to Take a Written Test" helpful in preparing for this test. This publication is available online at: www.cs.ny.gov/testing/localtestguides.cfm.

INSTRUCTIONS FOR APPLYING FOR MULTIPLE CIVIL SERVICE EXAMS SCHEDULED ON THE SAME DATE

If you have applied for other civil service exams in another jurisdiction (state, county, city) scheduled on the same date, **YOU** must make arrangements to take all the exams at one test site. Submit a completed **CROSS-FILER NOTIFICATION** form to our office at time of application. If you have applied for a State exam, **YOU MUST** take all exam titles at the State Exam site. You will be advised on your admission letter when and where to report for your examinations. If you have any questions, please contact the Oneida County Department of Personnel at **315-798-5726**.

GENERAL INFORMATION

EMERGENCY CANCELLATION OF EXAMINATIONS: Tune to – Spectrum News; WUTR; WKTV; Radio Stations 96.1, 96.9, 97.9. Check website for more listings: www.ocgov.net/oneida/personnel/csexam.

1. **APPLICATIONS:** Candidate must complete a separate Oneida County Application for Civil Service Examination or Employment for each examination or position. **NO E-MAILED OR FAXED APPLICATIONS WILL BE ACCEPTED.** Applicants must answer every question on the application and make sure that the application is complete in all respects. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.** All applications shall be filed with the Oneida County Department of Personnel. Applications received after the last filing date will be rejected.
2. **ADDRESS CHANGE:** Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.
3. **RELIGIOUS ACCOMMODATIONS/MILITARY/DISABILITY:** Please indicate on your application if special exam arrangements for testing are needed. See instruction F on application.
4. **ALTERNATE TEST DATES:** See Alternate Test Date Policy. This policy is available on our website.
5. **VETERANS:** See instruction G on application.
6. **ADMISSION NOTICE:** Applications are reviewed for qualifying status. If your exam application is disapproved, you will be notified of the reason and given an opportunity to amend your application. All amendments to applications are due by the amendment due date listed on your disapproval letter. **IF YOU DO NOT RECEIVE AN ADMISSION LETTER THREE (3) DAYS BEFORE THE EXAM DATE, CALL: (315) 798-5726.** Collect calls will not be accepted.
7. **ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.
8. **FOREIGN EDUCATION:** High school from other than U.S. schools may be verified by a transcript and against college-entry requirements in the corresponding country. Applicable documentation must be submitted. 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. A list of acceptable companies providing this service may

be obtained in person from the Oneida County Department of Personnel, by mail (include a self-addressed, stamped envelope) OR on the New York State Department of Civil Service web site: www.cs.ny.gov/jobseeker/degrees.cfm. You will be responsible for the required evaluation fee.

9. Federal and State Law prohibit discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, marital status or genetic predisposition or carrier status.
10. 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 positions in the classified service, will apply to this examination.
11. **ADDITIONAL CREDIT:** 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.
12. **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.
13. **APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, receiving Supplemental Security Income payment, receiving 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. If you can verify eligibility for application fee waiver, complete a Request for Application Fee Waiver and Certification form and submit it with your application. The form is available on our website as well as Oneida County Department of Personnel, 800 Park Avenue 6th Floor, Utica, NY 13501. You may also call (315) 798-5726 or write to the Oneida County Department of Personnel to request a copy.**
14. **EXAMINATION ATTENDANCE POLICY:** Failure to appear for two (2) consecutive examinations administered by Oneida County Civil Service within an 18 month period will result in disqualification from future examination for a two year period. (per Oneida County Civil Service Rule IX)

Issued: 08/30/17

ONEIDA COUNTY EXAM ANNOUNCEMENTS CAN BE ACCESSED ON OUR WEBSITE:
www.ocgov.net .

**** ONEIDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER ****