



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

CASEWORKER TRAINEE

Social Services

1 Leo Moss Dr.

Olean, NY 14760

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Caseworker Trainee *	1	Grade 23 - \$30.18 per hour General Bargaining Unit

Provisional, pending HELP program approval

The work involves providing social work services for individuals and/or their families in order to assist them with their economic, emotional, social, and environmental difficulties. The work is carried out in a variety of service areas including foster care, adoption, general family, adult protective and child protective services, and services to the elderly in accordance with Federal, State, and local policies and procedures. Work is performed under general supervision. A Caseworker Trainee does related work as required. Trainee appointments consist of a probationary period of between 12 and 52 weeks following which incumbents receiving satisfactory ratings qualify for advancement to the title of Caseworker without further examination.

MINIMUM QUALIFICATIONS:

- A. Possession of a bachelor's degree including or supplemented by 21 credit hours in the social or behavioral sciences; OR
- B. Possession of a bachelor's degree and one (1) year of social casework experience.

NOTE: 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 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 New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Must possess and maintain a New York State Driver's License and the availability of an appropriate vehicle in meeting the transportation requirements of the job.

SPECIAL REQUIREMENT FOR DEPARTMENT OF SOCIAL SERVICES: New hires will be required to submit to and pass a pre-employment Staff Exclusion List (SEL) check and a State Central Register (SCR) background check due to access and exposure to child abuse and maltreatment records.

***This title has been requested to be included in the Hiring Emergency Limited Placement Program (HELP) of the NYS Department of Civil Service. When approved for inclusion, candidates will be appointed permanently to this title will NOT need to take an exam and will remain in their position even when the HELP Program ends.**

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on September 30, 2026 to:
Cattaraugus County Civil Service

303 Court Street
Little Valley, NY 14755

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com>.

Cattaraugus County - an Equal Opportunity Employer

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