

TEST ANNOUNCEMENT  
NUMBER 2006-713  
AMENDED AND REISSUED  
NOVEMBER 9, 2006

**Commonwealth of Pennsylvania  
State Civil Service Commission**

Examinations

for

**COUNTY CASEWORKERS**  
(Local Government)

<u>Exam No.</u>	<u>Job Titles</u>	<u>Job Codes</u>	<u>Starting Salary</u>
1.	County Caseworker 1 (Local Government)	L0623	*
2.	County Caseworker 2 (Local Government)	L0624	*

**Entry level hires for these job classes may be made at either the County Caseworker 1 or County Caseworker 2 level. For this reason, if you believe you meet the minimum requirements of the County Caseworker 2 level, you should apply for both the County Caseworker 1 and the County Caseworker 2 job titles. You will NOT be permitted to add job titles after you test.**

\*Local government salaries vary. Contact the Human Resource Office of the local government agency where you are interested in working for specific information.

APPLICATIONS WILL BE ACCEPTED UNTIL FURTHER NOTICE.

**VETERANS:** Pennsylvania law (51 Pa.C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences and opportunities for veterans, visit the Commission's website [www.scsc.state.pa.us](http://www.scsc.state.pa.us); visit one of our offices; or call our veterans information line, (717) 787-6039.

**NATURE OF WORK**

You will provide services to individuals, families or groups (needy, aged, people with disabilities, institutionalized or dependent adults and children) to help them attain a more satisfactory social, economic, mental or physical adjustment to their environment. You will interview clients to obtain social histories; provide comprehensive information about agency programs; determine and verify eligibility for program services; provide referral services and negotiate on behalf of clients for referral services; and formulate and implement social plans of action. An important aspect of the work is the ability to manage a caseload, prepare reports, and keep well-organized records using a computer.

County Caseworkers 1 (Local Government) perform beginning-level social services work under close supervision.

County Caseworkers 2 (Local Government) work more independently under more generalized supervision.

**JOB REQUIREMENTS**

You will be tested **before** your qualifications are reviewed. Your test results will count only if you meet all job requirements. If after reading the requirements you are not sure you qualify, contact one of the Commission's offices listed at the end of this announcement.

For some jobs, offers of employment will be made only if you are willing to travel. Travel expenses will be paid.

You must be of good moral character and able to perform the essential functions of the job.

Some of the positions in these job titles come under the provisions of the Child Protective Services Law. If you are a final candidate for one of these positions, you will have to provide reports on your background from such sources as the Pennsylvania State Police and the Pennsylvania Department of Public Welfare. If you are a final candidate and not a Pennsylvania resident, you must also obtain a report of Federal Criminal History Record Information from the Federal Bureau of Investigation. If your background is unacceptable, you will be disqualified for employment in such positions. You will receive information about these requirements and how to obtain the required reports at the time you are being considered for employment.

Some of the positions in these job titles come under the provisions of the Older Adults Protective Services Act. If you are a final candidate for one of these positions, you will have to obtain a report of criminal record information from the Pennsylvania State Police or a statement that the State Police Central Repository contains no information relating to you. If you are a final candidate and not currently a Pennsylvania resident, or if you are currently a Pennsylvania resident and a final candidate but have not been a resident for two years prior to the date that you received notification that you are a final candidate, you are also required to furnish a report of Federal Criminal History Record Information from the Federal Bureau of Investigation. If your background is unacceptable, you will be disqualified for employment in such positions. You will receive information about this requirement and how to obtain the required reports at the time you are being considered for employment.

### **Minimum Requirements**

#### **County Caseworker 1 (Local Government)**

A bachelor's degree which includes or is supplemented by successful completion of 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences; **OR** 2 years of experience as a County Social Services Aide 3 and 2 years of college-level coursework which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences; **OR** an equivalent combination of experience and training which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences, and one year of experience as a County Social Services Aide 3 or in a similar position performing paraprofessional case management functions.

#### **County Caseworker 2 (Local Government)**

Six months of experience as a County Caseworker 1; **OR** successful completion of the County Social Casework Intern program; **OR** a bachelor's degree with a social welfare or social work major; **OR** a bachelor's degree which includes, or is supplemented by 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences, and 1 year of professional social casework experience in a public or private social services agency; **OR** an equivalent combination of experience and training which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

### **Clarification of Requirements**

You may substitute appropriate experience for the required education, except for the 12 college-level credits in the specified areas, or appropriate education for the experience. Unrelated experience or education will not be accepted.

You may take the test for County Caseworker 1 (Local Government) if you have completed 90 or more credit hours and expect to receive a bachelor’s degree, which includes the specified coursework, within the next seven months. You must provide proof of your degree and the required coursework before you start work.

**JOB OPPORTUNITIES**

**EQUAL OPPORTUNITY EMPLOYER**

There are 313 filled County Caseworker 1 (Local Government) positions, and 2,887 filled County Caseworker 2 (Local Government) positions.

These positions exist in county children and youth agencies, mental health and mental retardation offices, and local government housing authorities throughout the state.

Approximately 300 appointments and promotions are made annually from lists to County Caseworker 1 (Local Government), and 260 to County Caseworker 2 (Local Government).

Opportunities for employment are greatest in county children and youth agencies. Opportunities for appointment depend on normal turnover due to retirements, promotions, resignations and so forth.

There are no current positions or expected future job openings in Philadelphia.

Employment preference may be given to residents of the county where jobs are located.

Promotion preference may be given to employees who work in the county where job openings occur.

For the most recent information on job opportunities, contact the office of the local government program where you are interested in working (located in the telephone directory under “Government/County”).

**TESTING**

The test will be administered on a computer. Information about computerized testing is available online at [www.scsc.state.pa.us](http://www.scsc.state.pa.us) OR in paper form at any State Civil Service Commission Office.

The 3 hour multiple-choice test will cover the following subject areas:

<u>Subject Area</u>	<u>Number of Questions</u>	
	<u>Caseworker 1</u>	<u>Caseworker 2</u>
Casework Principles	25	25
Interviewing Concepts	25	25
Effective Expression	25	25
Individual and Group Behavior	25	25
Advanced Casework Principles	-	<u>10</u>
Total	100	110

The test will be administered in the Harrisburg, Philadelphia and Pittsburgh Civil Service Commission Offices, Monday through Friday.

The test will also be administered approximately 10 days a month at additional test centers located in Allentown, Erie, Johnstown, Lock Haven, and Scranton. For further details on test dates, contact the Commission’s Information Services Unit; Telephone (Voice) (717) 787-7811, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (717) 783-8896.

If you take the test and want to take it again, you may be retested after 6 months from the date of your test. You must submit a new application to be retested.

If your name is on an eligible list for these jobs and you take this test, your most recent examination result will be the only one counted.

### **TEST RESULTS**

Employment and promotion lists will be established. You will be notified in writing of your test results.

### **HOW TO APPLY**

If you do not have a bachelor's degree with a major in sociology, social work, social welfare, psychology, gerontology, criminal justice or other related social science, you must submit a list of completed college courses or a college transcript showing successful completion of 12 college credit hours in these areas.

Apply online at [www.scsc.state.pa.us](http://www.scsc.state.pa.us) or submit your completed paper application to:

State Civil Service Commission  
ATTN: Applications  
P.O. Box 569  
Harrisburg, PA 17108-0569

Applications and further information can be obtained from:

1. State Civil Service Commission:

Harrisburg: 2nd Level, Strawberry Sq. Complex, 320 Market St., P.O. Box 569, Hbg., 17108-0569; Telephone (Voice) (717) 783-3058, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (717) 772-2685

Philadelphia: 110 North 8th St., Suite 503, Phila., 19107; Telephone (Voice) (215) 560-2253, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (215) 560-4367

Pittsburgh: 411 Seventh Avenue, Room 410, Pgh., 15219; Telephone (Voice) (412) 565-7666, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (412) 565-2484

Internet: [www.scsc.state.pa.us](http://www.scsc.state.pa.us)

2. PA CareerLink offices
3. The office of the local government program where you are interested in working. See your local telephone directory under "Government/County" for addresses and telephone numbers.

For further information on testing, assistance for persons with disabilities, veterans' preference and other items, refer to the instructions provided with the "Application for Employment/Promotion."