

Sullivan County Department of Family Services is seeking to fill the following position:

SENIOR CASE SERVICES AIDE

This position involves performing complex clerical operations and is responsible for performing, supervising and scheduling of transportation and escort services to Social Services Department clients by various Case Services Aides and/or other persons to relieve casework staff from routine transportation duties including overseeing the supervision of home visitations involving children. This position differs from that of a Case Services Aide, in the level of duties and responsibilities. Work is performed under general supervision with leeway for making some independent judgments. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical or transportation dispatching; or
- (B) Four (4) years' experience as described in (A) above.

SPECIAL REQUIREMENTS: Possession of the appropriate level New York State operator's license at the time of appointment. Candidate must successfully complete a Defensive Driving Course within 6 months from date of appointment.

Salary: Entry: \$40,207.00; Full: \$42,323.00

Please note that this is a competitive class position subject to civil service examination.

To Apply for This Position, visit: <https://sullivan-portal.mycivilservice.com/jobopps>

Applications accepted until position is filled.

EEO/AA Employer – M/F/D/V

For Promotional Only (Sullivan County Employees):

Candidate must have twenty-four (24) months of current (or immediately preceding a provisional appointment) continuous permanent competitive class status as a Case Services Aide in the Sullivan County Department of Family Services. Candidates who will meet the minimum qualifications within six (6) months of the exam date may participate in this exam, but will not be certified for appointment until such time as they meet the minimum qualifications.

NOTE: (1) You must provide complete dates of employment (month/year), number of hours worked per week and a detailed description of your qualifying experience as indicated above.
(2) Only paid full-time or part-time equivalent experience will be considered.