



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Social Services

Promotional Opportunity

Job Title: CASE SUPERVISOR GRADE B (PROMO)

Salary Range: \$69,549 - \$79,269* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 152 West High Street, Ballston Spa, NY 12020

Classification: Competitive (**This position is being filled on a provisional basis pending the approval to NYS HELPs program**)

Job Description

The work involves responsibility for supervising the activities of subordinates administering social services in specified areas or programs. The work is performed under general direction in accordance with established policies and procedures. Where the employee is the principal supervising social worker, he/she is responsible for standards of Social Services in accordance with agency policy, and for recommending Social Services policies and procedures. Does related work as required.

Minimum Qualifications (at least)

Candidates must be currently employed with Saratoga County Department of Social Services, and have served continuously on a permanent full-time basis for at least eighteen (18) months as a Senior Caseworker.

Typical Work Activities (*Illustrative)

- Assists in the formulation of casework policies and procedures;
- Interprets Federal, State and local policies and programs to Senior Caseworkers and Caseworkers under their supervision;
- Supervises casework, clerical and support staff in administering the Social Services program and in rendering social services to promote the welfare of the client;
- Discusses cases with Senior Caseworkers, Caseworkers and provides necessary consultation;
- Recommends Social Services policy and procedures;
- Maintains cooperative relationships with the family courts and other service agencies in the community;
- Establishes necessary control for determining staff performance and evaluates performance of assigned staff;
- Maintains necessary records and prepares reports on social work activities;



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- Interprets the Social Services program to the community through contacts with citizen and other groups;
- Prepares precise, detailed records and reports;
- May be required to testify in a court of law or administrative hearing and assists in preparation for such hearing or trial;
- Operates a personal computer and/or mainframe terminal to enter and retrieve information;
- Responsible for periodic on-call coverage at night and weekends to handle all types of social services emergencies.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- *Position will be submitted to the NYS HELPs program. It will remain provisional until approved by NYS Civil Service.*

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted through the date posted or until the flyer has been removed.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.