

# CAREER OPPORTUNITY

## **SOCIAL WORKER IV**

### **PLACERVILLE**

#### **EL DORADO COUNTY DEPARTMENT OF HUMAN SERVICES**

**Monthly Salary: \$3,790 – \$4,849**

**Application Deadline:**

**March 27, 2009**

Close of Business

**Oral Examination:**

Tentatively scheduled for the week of April 13, 2009

**Location:**

The administrative offices for the El Dorado County Department of Human Services are located in Placerville, California.

The existing eligible list will be abolished upon completion of this examination.

**The Position**

Under general direction, the Social Worker IV performs casework of an advanced nature dealing with complex individual and family problems; undertakes intensive treatment plans and counseling requiring professional knowledge and training; performs other related work as assigned.

**Minimum Qualifications**

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee an invitation to the test.

**EITHER**

A Master's degree in Social Work;

**OR**

A Master's degree from a two (2) year counseling program.

[Qualifying master's degrees from a two - year counseling program are those that included an internship or supervised fieldwork (minimum of 900 hours) and completion of approximately 45 semester or 67 quarter units of graduate level courses with emphasis in vocational rehabilitation, family or marriage counseling, gerontology, or a closely related field. Completion of all of the requirements for a Marriage and Family Therapy (MFT) license program may be substituted upon submission of verifying proof.]

**Additional Information**

License: A valid driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

The ability to speak and read Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the Merit System Services Spanish proficiency prior to appointment and, if successful, become eligible for a pay differential of \$1.00 per hour.

**SEE REVERSE FOR INSTRUCTIONS ON HOW TO APPLY FOR THIS POSITION**

# El Dorado County is an Equal Opportunity Employer

## HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application. Candidates who wish to use their education to qualify must also submit a completed class course listing. Applicants are encouraged to apply online by logging onto [www.mss.ca.gov](http://www.mss.ca.gov) and following the instructions. Applicants without Internet access can obtain an application packet by contacting MSS, the El Dorado County Department of Human Services administrative offices, or the County Personnel Department. **Application documents must be mailed to the address below and received by close of business on the application deadline. POSTMARKS ARE NOT ACCEPTED.**

**MERIT SYSTEM SERVICES**  
241 Lathrop Way, Sacramento, CA 95815  
(916) 263-3614

**Note:** Your application and any additional material become the property of MSS and will not be returned. Please make a copy for your file.

## THE EXAMINATION PROCESS

All completed applications will be screened against the Minimum Qualifications. Approved applications may be evaluated further to identify the most qualified applicants. When your status is determined, MSS will send you a letter via U.S. Mail informing you of such. Selected applicants will be invited to the next step of the examination process; see tentative dates on the front of this recruitment bulletin.

The examination process may include one or more of the following components: application evaluation, competitive rating of the application, and if required, a supplemental questionnaire; a written examination; job related exercise; and/or an oral examination.

## SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS (see the phone number below) at least TWO WEEKS PRIOR to the scheduled examination date and to provide MSS with a letter of confirmation from a doctor, school, religious pastor, etc. This letter will need to be on their company letterhead. Don't forget to call or you may not be granted your special arrangement. The phone number is (916) 263-3614.

## FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree equivalency along with their application. You may contact Education Records Evaluation Service, Inc. (916) 921-0790 or visit their website at [www.eres.com](http://www.eres.com) for information on equivalency. Additional organizations that provide foreign education credential evaluation services can be found at [www.naces.org](http://www.naces.org). MSS will accept verification of degree equivalency from any of the listed member agencies.

*Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.*

Bulletin Issue Date: March 17, 2009

