

# CAREER OPPORTUNITY

## ***INTEGRATED CASE WORKER I – Limited Term\****

**LASSEN COUNTY DEPARTMENT OF SOCIAL SERVICES**

**Monthly Salary: \$2,219 - \$2,658**

**Application Deadline:**

**January 6, 2010**

Close of Business

**Written Test Date:**

Tentatively scheduled for

**Saturday, January 23, 2010**

**Oral Examination:**

Tentatively scheduled for the

**week of February 8, 2010**

**Location:**

The administrative offices for the Lassen County Department of Social Services are located in Susanville, California.

There is no existing eligible list.

**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.

\* This position is due to end June 10, 2010.

This is a limited-term position intended for no more than six months but may become a regular position.

**The Position**

Working under close supervision, the Integrated Case Worker I is the entry level of the Integrated Case Worker series. Employees in this class attend training sessions and work under close supervision to learn regulations, work procedures, forms, and public assistance and/or employment program requirements. After the initial orientation and training period, on-the-job experience is provided until the employee attains and demonstrates the level of competency necessary for promotion to the working level of Integrated Case Worker II. Employees are expected to promote to Integrated Case Worker II after one year of satisfactory performance at the entry level.

**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**

Two (2) years of full-time experience performing clerical duties. Experience must include substantial public contact with clients and basic interviewing for the purpose of gathering information and explaining policies or clarifying information needed;

**OR**

Eighteen (18) months of full-time experience with responsibility for one or more of the following: determining eligibility for loans, financial assistance, unemployment, veterans' benefits, or publicly or privately financed health, counseling, and/or social services programs;

**OR**

Eighteen (18) months of full-time experience with responsibility for performing case management, vocational guidance services, employment counseling, or placement work;

**OR**

Successful completion of 60 semester units or 90 quarter units of college, including 15 semester (22 quarter units) or 15 continuing education credits in behavioral science, sociology, psychology, counseling, vocational guidance, or any coursework related to the provision of employment services.

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

# Lassen County is an Equal Opportunity Employer

## HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application and class course list. 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 Lassen County Department of Social 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: December 23, 2009

