

CAREER OPPORTUNITY

SOCIAL SERVICES WORKER II

(MSS TITLE: SOCIAL WORKER II)

**NEVADA COUNTY HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES – CHILD PROTECTIVE SERVICES**

Monthly Salary: \$3,509 - \$4,284

Application Deadline:

December 1, 2009

Close of Business

Written Examination:

Tentatively scheduled for
Saturday, December 19, 2009

Oral Examination:

Tentatively scheduled for the
week of January 4, 2010

Location:

The administrative offices for the Nevada County Health and Human Services Agency - Department of Social Services are located in Nevada City, California.

The existing list will be abolished upon completion of the examination process.

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

The Position

Working under general direction, the Social Worker II is the journey level in the Social Worker series. A Social Worker II performs elementary social services to identify needs for more intensive casework services; carries a caseload of moderately difficult cases; provides casework services of a general tangible nature; and performs other related work as assigned. Employees at this level are expected to carry a full caseload of moderately difficult cases requiring greater skill and depth of job knowledge in assessing problem situations and formulating plans for service. Employees work with a high degree of independence in administering services and in using agency or community resources. Some positions may determine initial and continuing eligibility for one or more aid programs.

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

One (1) year of full-time experience comparable to the Social Worker I classification.

OR

One (1) year of full-time social work casework experience and thirty (30) college semester units, including fifteen (15) units in social welfare, social/human services, sociology, or other social or behavioral science*.

*Examples of social or behavior science courses include: anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.

Additional Information

A valid driver's license is required within 30 days of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Background checks are conducted on all Nevada County employees at the time of hire.

Nevada County is an Equal Opportunity Employer

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application and supplemental questionnaire. Applicants are encouraged to apply online by logging onto www.mss.ca.gov and following the instructions. Applicants without Internet access can obtain an application packet by contacting MSS, the Nevada County Health and Human Services Agency - 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 for information on equivalency. Additional organizations that provide foreign education credential evaluation services can be found at 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: November 16, 2009

