Human Resources
Personnel ◦ Civil Service ◦ Employee Benefits

MONTGOMERY
COUNTY NY
Made of Something Stronger

Nicole Yaggle
Personnel Officer

CASE SUPERVISOR B (HELP PROGRAM)

SALARY: $61,192

DEPARTMENT: SOCIAL SERVICES

LAST FILE DATE: 11/20/2026

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position involving responsibility for assisting the Unit in planning, training and supervising the work of case work staff in one of the Services Units in the Department of Social Services. Work is performed under general supervision of a higher level administrator with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision may be exercised over Senior Caseworkers, Caseworkers and other subordinate staff. Does related work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County.

Please provide a copy of your driver's license (front and back) for proof of residency.

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

PROMOTIONAL QUALIFICATION: Candidate must be currently employed by Montgomery County DSS and must have two years of permanent competitive status as a Senior Caseworker, OR four years of permanent competitive status as a Caseworker.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited college or New York State registered four-year college or university with a Bachelor's Degree and four years of full-time satisfactory paid experience in social work with a public or private social agency adhering to acceptable standards, one year of which must have been in a supervisory position.

SPECIAL REQUIREMENTS:

- Certain assignments made to employees in this class require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Possession of a valid NYS driver's license is required at time of appointment and maintained during employment.
- All applicants placed on an eligible list as a result of this examination must, at the time of interview, sign a release under Section 424 of the Social Services Law. This release authorizes an inquiry to the New York State Control Register of Child Abuse and

Maltreatment. Acceptable clearance must be maintained throughout the course of employment and any changes in status (including being named in a report of suspected child abuse or maltreatment) must be reported to Montgomery County immediately.

Applications are available online at: www.co.montgomery.ny.us Completed applications must be received by the last file date.