Human Resources
Personnel ◦ Civil Service ◦ Employee Benefits

MONTGOMERY COUNTY NY
Made of Something Stronger

Nicole Yaggle
Personnel Officer

# CASEWORKER (HELP PROGRAM)

## SALARY: $52,339

## DEPARTMENT: SOCIAL SERVICES

## LAST FILE DATE: 11/23/2026

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional entry-level casework position involving responsibility for providing social work services for individuals and/or their families, including children and the elderly, to assist them with their economic, emotional, social and environmental difficulties. Work is performed under the close supervision of a supervising caseworker. A caseworker, in consultation with the supervising worker, formulates and carries out plans to meet the individual problems of the cases assigned. While the work is performed under general supervision, a caseworker may make unaccompanied visits to individuals who may have emotional, psychiatric or criminal histories. Supervision over the work of others is not a function of this position. Incumbent performs 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

**MINIMUM QUALIFICATIONS**: Either:

A. Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's degree; or
B. Graduation from a regionally accredited or New York state registered college with an Associates degree and two years of human services experience*; or
C. Licensure as a registered professional nurse with one year of satisfactory full time paid experience in the profession.

**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.

**NOTES:**

Human services experience - * Appropriate human services experience includes work in the following fields: gerontology, health administration, non-profit administration, public administration, social work, family development, community services, case management, counseling, human services administration, and public health.

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