Please Post Conspicuously

OTSEGO COUNTY IS HAS THE FOLLOWING VACANCY:

Department of Social Services

Casework Aide – Part Time

$19.3483/hour

DATED: November 18, 2026

LAST DATE TO FILE: December 3, 2026

EOE

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position responsible for providing administrative support services to assist caseworkers. Individuals of this class assist the professional staff in helping the client group by direct and personal contact to meet emergencies and cope with stress situations, illness, or economic and social problems. The duties may also involve computer related clerical functions that assist the professional staff in processing case records. Work is performed under direct and close supervision from caseworkers, and other senior staff. Supervision of other staff is not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assist clients with completing their paperwork for new services such as public assistance, medical assistance, food stamps, heap or preventative services;
- Coordinate and supervise visitations between parents and children including contacting appropriate parties when there is a change in the court order regarding visitation;
- Assist clients with housing needs as a liaison between client and caseworker by assisting the client with housing searches or accompanying clients to look at potential housing;
- Documentation of activities in required case note format;
- Assist clerical staff and caseworkers with filing and telephone coverage;
- Assist preventive services clients with following a budget and managing their finances;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Ability to establish effective working relationships with clients, children and co-workers; ability to operate a personal computer; ability to communicate effectively both orally and in writing; ability to organize and maintain accurate records and files; ability to follow oral and written directions; ability to aid clients with completion of required forms; ability to assist clients to meet their needs; ability to compile simple reports; maturity; tact; sensitivity; good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time experience or part-time equivalent working with the public or a position supporting social services or human services programs in a public or private agency.

SPECIAL REQUIREMENTS: A valid New York State driver's license and acceptable driving record is required at time of appointment and must be maintained during employment; or must be able to satisfy the travel requirements of the position throughout employment.

Applicants may be required to undergo a Local, State, and/or national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

NOTE: Successful completion of coursework at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience up to one year.

If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at http://www.cs.ny.gov/jobseeker/degrees.cfm . You must pay the required evaluation fee.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov