



DATE: May 13, 2026

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Michael Iapoce, Commissioner of Social Services
1061 Development Court, Kingston, NY 12401

JOB VACANCY: Case Supervisor Grade B / Contingent Permanent/Temporary / Full-Time / Benefited

LOCATION: Business Resource Cntr

SALARY: \$38.36 / hour (Grade 16A)

FILL DATE: June 3, 2026

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs professional social services functions which involves responsibility for supervising the activities of Caseworkers and Senior Caseworkers administering social services in specific areas or programs. Where the Case Supervisor is the principal supervising social workers, they are responsible for standards of Social Services in accordance with agency policy and for recommending Social Services policies and procedures. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and practices of social casework and social group work and the ability to apply these in the performance of duties; good knowledge of Federal, State and local Social Services laws and programs; good knowledge of techniques of case recording; ability to plan and direct the work of others; ability to prepare clear and accurate records and reports; ability to establish and maintain successful relationships with people; ability to interpret the work of the agency; good powers of observation, perception and analysis; good judgment; initiative and resourcefulness; sensitivity to the reaction of others; emotional maturity; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Possession of a Master's Degree in Social Work and two (2) years of full-time paid experience in social work with a public or private social agency adhering to acceptable standards, one (1) year of which must have been in a supervisory capacity; OR

B. Possession of a Bachelor's degree and three (3) years of full-time paid experience in social work with a public or private social agency adhering to acceptable standards, one (1) year of which must have been in a supervisory capacity.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. 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.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.