DATE: November 13, 2026

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently an open competitive list.)

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

JOB VACANCY: Caseworker Trainee / Permanent/Provisional / Full-Time / Benefited

LOCATION: Business Resrce Cntr

SALARY: $31.39 / hour (Grade 13A)

FILL DATE: December 8, 2026

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level Caseworker position within the Department of Social Services, Coordinated Children's Programs or the Office for the Aging. A trainee is provided classroom and on-the-job training designed to provide the essential knowledges and skills necessary for carrying out duties related to case management and the delivery of human services to children, adults and families as applicable to their department. An incumbent must serve at least one year in the trainee title, attain permanent appointment in the trainee title and successfully complete the probationary period in accordance with civil service rules in order to be considered for promotion to the full performance position of Caseworker. Upon satisfaction of these requirements, an incumbent is promoted to the title of Caseworker without further competitive examination. The work is performed under the direct supervision of a higher level employee with progressive leeway allowed for the exercise of independent judgment as training progresses. Supervision over the work of others is not normally a function of this class. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the modern principles and practices of social case management, working knowledge of all federal, state and local laws and programs as they relate to the delivery of human services; working knowledge of available community facilities and resources; ability to identify positively with people; ability to relate to a potentially difficult client population; good organizational skills; good powers of observation, perception and analysis; good judgment; initiative; resourcefulness; emotional maturity; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's degree from a regionally accredited or New York State registered college or university.

Special Requirement: At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

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.

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.

6010 1824 / DOC #R26-426 APPROVED 11/13/2026