



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/hr

"Your Employer of Choice."

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A great place to work...*

FINAL FILING DATE: October 28, 2016

WRITTEN EXAM: To Be Announced

SOCIAL CASEWORK ASSISTANT

Monthly Salary Range: \$4,604 - \$5,596

Bargaining Unit: Local 1021 - Social Services Rank & File Unit

THE POSITION

Contra Costa County is conducting a recruitment to fill Social Casework Assistant positions in the Children's Services Unit of the Employment and Human Services Department. This is an excellent employment opportunity for individuals interested in working with children and their families. Under supervision, Social Casework Assistants perform duties involving individual and family problems; performs designated casework of a routine and limited nature; and assist Social Workers in identifying client needs and potential treatment on an emergency basis; and performs related duties as required.

The eligible list established from this examination may remain in effect for six (6) months.

MINIMUM QUALIFICATIONS

License Required: Possession of a valid California Motor Vehicle Operator's License. Out of State valid Motor Vehicle Operator's License will be accepted during the application process.

Education: Possession of a Bachelor's degree from an accredited college or university with a major in psychology, social work, child development, human development, sociology, social welfare or a closely related field.

Substitution: 60 semester units or 90 quarter units at an accredited college including at least 9 semester units or 12 quarter units in psychology, social work, child development, human development, sociology, social welfare or a closely related field, and two (2) years of full-time or its equivalent experience in an equivalent classification of a Contra Costa County Social Service Program Assistant, Eligibility Worker III, or a Medi-Cal Program Assistant.

SELECTION PROCESS

- 1. Application Filing:** All applicants, including County employees, are to apply on-line at www.cccounty.us/hr, and attach the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. **Paper, faxed, or late applications WILL NOT be accepted.** To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
- 3. Written Exam:** A written test, consisting of multiple-choice questions, will be administered to all accepted applicants. Test items may consist of the following job-related dimensions: Analytical Skills, Interviewing Principles, Written Communication and Interpersonal Skills. Candidates must obtain a rating of at least 70, which may be an adjusted score in accordance with the Personnel Management Regulations. **(Weighted 100%)**

As part of the application process, an applicant may be required to fill out a Conviction History form. Please note that the Conviction History form should only be submitted when requested. The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

CONTRA COSTA COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

OPEN ONLY: October 24, 2016 – AM/cu

Exam Number: XDVB-2016A

SOCIAL CASEWORK ASSISTANT

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.