

EXAMINATION ANNOUNCEMENT

Social Worker Police Department

ANNUAL SALARY

\$34,622.02

APPLICATIONS ACCEPTED FROM FEBRUARY 11, 2019 THROUGH FEBRUARY 22, 2019

FILING OF APPLICATION: Application must be made on the regular application form available at the Office of the Civil Service Commission, 26 S. Phelps Street, 7th Floor City Hall, Youngstown, Ohio. Applications will be accepted from 8:00 a.m. on Monday, February 11, 2019 through 4:00 p.m. on Friday, February 22, 2019. **APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:00 P.M. ON FRIDAY, FEBRUARY 22, 2019.**

EXAMINATION INFORMATION:

TYPE: TRAINING AND EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in the application and resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBILITY LIST.

GENERAL DUTIES: Under the of the Chief of Police and the Officer in Charge of the Family Investigative Services Unit (FISU) this employee assesses clients, and acts as an advocate for clients in obtaining social and legal support. This employee acts as a liaison between the Youngstown Police department, the Prosecutor's Office, Court and the client/victim. This employee conducts confidential assessments of each victim, addressing potential needs, such as; shelter, crisis counseling and legal representation. This employee educates witnesses and the public through presentations, seminars and brochures. This employee performs administrative duties such as; scheduling client visits, completing paperwork and filing, creating and maintaining case records, writing reports and completing records of activities.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF YOUNGSTOWN ARE AS FOLLOWS: Graduate with a Bachelor's Degree from a college or University with major course work in Social Work, Psychology, Sociology or Criminal Justice. Must possess a *Licensed Social Worker certification*, a valid Ohio Driver's License and at least (6) months of social work experience. All candidates for employment with the City of Youngstown must be residents of Mahoning County or an Ohio County that is adjacent to Mahoning County at time of hire.

Applicants must meet the above required qualifications to be considered.

NOTE: All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Original (*Sealed*) college transcripts are required as verification of educational attainments. If you are a veteran and wish to claim the military preference credit, please bring a XEROX COPY of FORM DD-214 showing proof of honorable discharge.

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BONUS POINTS WILL BE ADDED FOR APPLICANTS WHO FULFILL THE MINIMUM QUALIFICATIONS:

- 20%** **Military** (DD-214 showing 180 days of active duty service and proof of honorable discharge required)
- 15%** **Reserve Component Status** (Proof of completion of initial entry-level training)
- 15%** **Proof of City Residency** (submit four (4) different proofs of residency from one (1) year ago and four (4) different current proofs of residency – total of 8)

*******As provided for in Youngstown City Ordinance ORD-11-244 and in accordance with the City of Youngstown Charter, Section 52 (E) any candidate who is a bona fide resident of the City of Youngstown for at least one year immediately prior to an entry level examination and remains a resident citizen of the City of Youngstown throughout the selection process, as determined by the Civil Service Commission, at the time of filing his or her application for examination, shall, if a passing grade is attained, have a credit of fifteen percent (15%) added to his or her raw score. The Applicant must show proof of residency by providing the following: Driver's License, Bank Statements, Utility Bills, Mortgage Release/Lease, and/or Insurance Statements. In order to be considered applicants must submit four (4) different proofs of residency from one (1) year ago and four (4) current proofs of residency (Total of 8)**