



**AGING SERVICES SPECIALIST - #63-500**  
**REVISED**

*Starting Salary: \$29,541.*

**\*Examination Fee - \$8.00**

**LAST FILING DATE: March 25, 2010**

**DATE OF EXAMINATION: APRIL 24, 2010**

**ELIGIBLE LIST:** The list resulting from this examination will be used to fill vacancies as they occur within the Schoharie County Office For The Aging Department.

**RESIDENCE REQUIREMENTS:** An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered four-year college or university with a Bachelor's degree and one (1) year of full-time paid experience in aging services, adult education, recreation, community development, community health services, counseling, social work, public administration, work placement or related fields; OR
- B. Graduation from a regionally accredited or NYS registered two-year college with an Associate degree and three (3) years of experience in aging services, adult education, recreation, community development, community health services, counseling, social work, public administration, work placement or related fields; OR
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in aging services, adult education, recreation, community development, community health services, counseling, social work, public administration, work placement or related fields; OR
- D. An equivalent combination of training and experience as indicated in (A) through (C) above.

The education requirements must be satisfied before the date of the examination.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

**SPECIAL REQUIREMENT:** This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, NYS Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves assisting in the operation of an Office For The Aging or assisting in the implementation or operation of a services component of the Office For The Aging. Work may be performed under the general supervision of an Aging Services Supervisor. Supervision may be exercised over subordinates. Does related work as required.

**USE OF CALCULATORS IS ALLOWED**

**SUBJECT OF EXAMINATION:** Written test designed to evaluate knowledge, skills and /or abilities in the following areas:

- 1. Characteristics, issues, and problems relating to the elderly** These questions test for knowledge of the characteristics of the elderly, the issues of concern to them, and the causes and implications of significant problems facing them. The questions may cover such areas as housing, economic security, employment, long-term care, health care, recreation, social support, nutrition, and mental and physical functioning.
- 2. Educating and interacting with the public** These questions test for knowledge of techniques used to interact effectively with individual citizens and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.
- 3. Preparing written material** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
- 4. Working with people in human services situations** These questions test for a knowledge of general techniques used to deal with common client behaviors such as fear, hostility, shyness, resistance, defensiveness, withdrawal, anxiety and confusion.

**APPLICATION FEE WAIVED:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE  
ANNOUNCES CIVIL SERVICE OPEN COMPETITIVE EXAMINATION FOR:

*The required examination fee is eight dollars, which may be in the form of a check/money order or cash and must accompany each application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to the Department of Personnel and include the examination number.*

Applications and exam announcements are available on our web site at [www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov)

ISSUE DATE: FEBRUARY 23, 2010

REVISED ISSUE DATE: MARCH 12, 2010

**SEE REVERSE SIDE**

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.