This announcement is hereby amended as follows: Delete

There is one anticipated vacancy at the Erie County Department of Mental Health.

Add

There are a total of six anticipated vacancies at the Erie County Department of Mental Health.

In all other respects the announcement is unchanged.

ISSUED: January 26, 2012
FORENSIC MENTAL HEALTH SPECIALIST I – ADULT MENTAL HEALTH

NO. 68-345 $37,885 - $49,928

RESIDENCE REQUIREMENTS: CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ERIE COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND MUST BE LEGAL RESIDENTS OF ERIE COUNTY AT THE TIME OF APPOINTMENT. There is one anticipated vacancy at the Erie County Department of Mental Health.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

- Graduation from a regionally accredited or New York State registered four year college or university with a Master's Degree in Social Work, Psychology, Psychiatric Nursing, Rehabilitation Counseling, Education, or closely related field and one year of experience providing services to persons with mental health conditions.

SPECIAL REQUIREMENT: New York State Department of Education licensure as a Social Worker or Mental Health Counselor at time of appointment.

NOTES:
1. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.
2. Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. A grade of “D” or better is necessary for a course to be credited as successfully completed. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

Notice to Candidates: Transcripts will now be accepted by the Department of Personnel ONLY at time of application. All subsequent transcripts must be submitted at time of interview.

DUTIES: A Forensic Mental Health Specialist I - Adult Mental Health is responsible for providing direct and continuing mental health services to persons under custody in the Holding Center or Correctional Facility; assesses the need for psychiatric examination and treatment determinations; renders direct treatment, including crisis intervention, consultations, linkages to community-based services and reports to referring entities; conducts preliminary Court-ordered examinations to determine need for Formal Competency, sanity determinations by Psychiatrists, and prepares written reports on such preliminary examinations for review by supervisor; consults with attorneys, families, penal officers and the Courts to help determine appropriate alternatives for sentencing, treatment or other medical/legal dispositions; provides case consultation to legal-penal and mental health agencies on treatment planning for clients in custody.

"The New York State Department of Civil Service has not prepared a Test Guide for this examination. However, candidates may find information contained in the publication ‘How to Take a Written Test’ helpful in preparing for this examination. This publication is available online at: www.cs.state.ny.us/testing/localtestguides.cfm"

A medical examination may be required before appointment.

VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED TO RECEIVE ADDITIONAL POINTS. (See application for more information.)

NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.

EXAMINATION DATE
MARCH 17, 2012

APPLICATIONS MUST BE POSTMARKED BY
FEBRUARY 15, 2012
SUBJECTS OF EXAMINATION: The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

1. CHARACTERISTICS & PROBLEMS OF INDIVIDUALS DIAGNOSED WITH MENTAL DISABILITIES: These questions test for knowledge and understanding of the symptoms, causes, characteristics, prognoses, and treatment methods associated with various psychiatric disabilities, mental retardation, developmental disabilities, alcoholism, and alcohol and substance abuse.

2. COMMUNITY RESOURCES: These questions test for knowledge of human services programs and their applicability in given situations. Questions may cover such topics as financial, medical, legal, educational, social, vocational, mental health, recreational, residential, and other human services.

3. CRIMINAL JUSTICE PRINCIPLES, PRACTICES & PROCEDURES: These questions test for knowledge of the criminal justice system. Questions may cover such topics as the types and levels of various crimes; types of courts, their functions and jurisdiction; courtroom and criminal justice procedures; and alternatives to incarceration.

4. 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.

NOTICE TO CANDIDATES: Unless otherwise noted, candidates are permitted to use quiet, hand held, solar or battery powered calculators. Devices with typewriter keyboards, “Spell Checkers”, “Personal Digital Assistants”, “Address Books”, “Language Translators”, “Dictionaries”, or any similar devices are prohibited. You may not bring books or other reference materials.

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin St., Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

Mail your application form when completed to the Erie County Department of Personnel, 95 Franklin St., Buffalo, NY 14202. Candidates who submit incomplete applications and documentation may be disqualified. The Erie County Department of Personnel reserves the right to reject for lateness or to accept applications filed after the advertised filing period.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

In conformance with section 85-a of the Civil Service Law, CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS ON SAME DATE: If you have applied for any other Civil Service exams for employment with New York State or any other local government jurisdiction, you must make arrangement to take all the exams at one test site. If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling 1-877-NYS-JOBS (1-877-697-5627) no later than two weeks before the test date.

This examination is prepared and rated by the New York State Department of Civil Service, and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.

APPLICATION FEE WAIVER: 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 social service 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. The form is available at the Erie County Personnel Department, 95 Franklin Street, Buffalo, NY 14204 or can be downloaded from the County’s website at www.erie.gov. Click on “County Departments and Agencies”, then “Erie County Civil Service”.

ELIGIBLE LIST: The eligible list resulting from an examination may also be used for appointment to the same title or to any other title deemed to be similar and appropriate. Eligible lists are active for a minimum of one year and a maximum of four years from the date established.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Applicants may be required to pay a fee for the investigation.

NOTE: Fingerprints are sometimes required at the time of appointment. When they are required, the fee involved must be paid by the appointee.

**IMPORTANT APPLICATION FEE – READ CAREFULLY**

A $20.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

The New York State Department of Civil Service, and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.