

PLEASE POST CONSPICUOUSLY

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**Department of Social Services**

***SOCIAL WELFARE EXAMINER***

**\$27,524– \$32,429**

**DATED: September 1, 2017**

**LAST DAY FOR FILING: September 15, 2017**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** May perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social service district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the supervision of a higher-ranking Social Welfare Examiner, except in smallest agencies where work is supervised by a high-ranking administrator, may act as a lead worker and may oversee clerical staff.

**EXAMPLES OF WORK:** (Illustrative only)

- Reviews the certification form to determine that all statements are complete and consistent with every other item of information provided, where necessary for clarification or completion of certification form, asks applicant appropriate questions and makes necessary additions or corrections on the form;
- Makes an evaluation of applicant's financial eligibility for assistance may determine initial categorical eligibility, evaluates available resource details in relation to financial eligibility;
- Prepares and computes budget for the applicant;
- Advises applicant of the eligibility determination, the amount of assistance, and when the first grant can be expected;
- Advises the applicant about the program under which they are eligible for assistance and any documentation or additional information, which is necessary for final program classification;
- Recommends emergency grants as needed;
- Makes re-determination of financial eligibility;
- Explains the validation process to the applicant;
- Advises the applicant about their duty to keep the agency informed of any change in status, which may affect their eligibility for assistance;
- Informs applicants about the range of services in the agency, if mandatory, or requested by applicant or client, or need for services is indicated, refers applicant to social services section, or to other specialists such as resources, housing, employment, legal, medical, etc.;
- Makes referrals for full field investigation where presumption of fraud is indicated;
- May require the use of a PC or similar computer equipment requiring the manipulation of a standard alphanumeric keyboard in preparing case files, etc.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** May perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social service district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the supervision of a higher-ranking Social Welfare Examiner, except in smallest agencies where work is supervised by a high-ranking administrator, may act as a lead worker and may oversee clerical staff.

**PROMOTIONAL QUALIFICATIONS:**

Two (2) years permanent status as a Clerk in Otsego County, one (1) of which must have been in DSS

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree or higher, OR;
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full time experience or its part-time equivalent examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, interviewing, collecting and compiling data, account keeping or related work, OR;
- (c) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full time or its part-time equivalent clerical experience in a health, education, or social agency, OR;
- (d) An equivalent combination of training or experience as defined by the limits of (a), (b), or (c) above.

**SPECIAL REQUIREMENT:** A valid New York State driver's license and acceptable driving record is required at time of appointment. A valid New York State license must be maintained during employment.

**CLASSIFICATION:** Competitive

Applications available at the Otsego County Personnel/Human Resources Office, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegoemployment.com](http://www.otsegoemployment.com)