

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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Bethany O'Rourke Personnel Officer

NOTICE OF VACANCY SOCIAL WELFARE EXAMINER

Date of Issue: 05/09/19. The work involves responsibility for determining financial eligibility for the various programs administered by a local social services district and recommending amount of assistance in accordance with established policies and procedures. An employee may perform any one 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 services district. In some cases, employees may provide on-going case management services. The work is performed under direct supervision and involves the review and evaluation of applications and records and direct interviews with applicants. Does related work as required.

The title of Social Welfare Examiner is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2020.** Pending a criminal background check*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional, pending permanent appointment from eligible list
Work Hours: Full time, Monday – Friday
Salary: \$31,346 (CSEA SG VI); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Department of Social Services

MINIMUM QUALIFICATIONS (Either):

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree; **OR**
- (b) Graduation from a high school or possession of high school equivalency diploma and two years of full-time paid work experience or its part-time equivalent in a human services or social services setting; **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Study from a regionally accredited or New York State registered college, university or business school may be substituted for experience on a year-for-year basis.

Apply to:

Tioga County Department of Personnel & Civil Service: www.tiogacountyny.com

To down load application: <https://www.tiogacountyny.com/media/2134/application2016january.pdf>

Apply by: APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

**Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.*