

Please Post Conspicuously

**OTSEGO COUNTY IS ACCEPTING APPLICATIONS CONTINUOUSLY FOR  
THE FOLLOWING VACANCY:**

**Department of Social Services**  
***Social Welfare Examiner***

**\$36,617 – \$43,157**  
**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.
- Does related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of Federal, State and local rules, regulations and laws that govern applicant/recipient eligibility for social services financial assistance and employability requirements; Working knowledge of programs that relate to eligibility for social services programs such as Workers compensation, Social Security, Unemployment Insurance, etc.; Ability to operate a personal computer and all necessary functions; Ability to gather and analyze eligibility information in person, on line or via telephone and compare to eligibility criterion and make correct decisions regarding eligibility; Ability to establish and maintain effective working relationships with others; Good powers of observation and perception; Good judgment.

**PROMOTIONAL QUALIFICATIONS:** Two (2) years of permanent competitive status as a Clerk in Otsego County, one (1) of which must have been within the Department of Social Services.

**MINIMUM QUALIFICATIONS:** Either:

- 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 OR;
- d) An equivalent combination of training or experience as defined by the limits of (a), (b), or (c) above.

**NOTE:** If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm> . You must pay the required evaluation fee.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocounty.com](http://www.otsegocounty.com)

Dated: January 1, 2024