

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Office for the Aging
HEAP Examiner – Part Time

\$21.2557/hour

DATED: October 20, 2025

LAST DAY FOR FILING: November 3, 2025

EOE

DISTINGUISHING FEATURES OF THE CLASS: May perform any or a combination of assignments in connection with determining financial eligibility. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the supervision of Director or designee, may act as a lead worker and may oversee clerical staff.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Reviews the application including those in electronic format 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;
- Enters data into state system;
- Maintains or supervises maintenance of electronic records of all applications processed;
- Prepares or supervises preparation of mailing of applications requested by consumers;
- Provides necessary information to applicants regarding eligibility process, responsibilities;
- Makes referrals as appropriate.

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 the Director or designee.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited or New York State registered two (2) 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 experience in 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 three (3) years of clerical experience in an office setting, or;
- c) An equivalent combination of training or experience as defined by the limits of (a) and (b).

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov