

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Department of Social Services

Welfare Employment Representative

\$46,718 – \$55,233

DATED: May 28, 2026

LAST DAY FOR FILING: June 10, 2026

EOE

DISTINGUISHING FEATURES OF THE CLASS: The Welfare Employment Representative is responsible for completing work tasks and generating cooperation among the clients, providers and potential employers or sustainable resources to support independence. The Welfare Employment Representative is the immediate supervisor of the Employment Unit; approximately six staff. Supervision may be exercised over other clerical personnel. The work is performed under general supervision of a Principal Examiner with some leeway for the exercise of independent judgment in carrying out details of the work; does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Maintain contact with Office of Temporary Disability Assistance to ensure program requirements, policies and procedures are met under Federal, State and Local rules;
- Applies agency policies and County policies in carrying out the duties of the position;
- Responsible for coordinating the Work Experience Program including developing worksites, establishing contracts, and acting as liaison with public and non-for-profit employers;
- Match clients, based on their assessment, with a suitable worksite;
- Complete and monitor attendance of assigned client;
- Manages cases within the employment unit and other agencies in which the client is involved;
- Visits work sites to determine progress of clients, document compliance, and maintain records for yearly workers' compensation reports;
- Represent the agency at meetings, forums and regularly scheduled agency visits for case management conferences, giving presentations, and conducting training as deemed appropriate;
- Develops long range training programs for clients that promote opportunity for employment (i.e. Certified Nursing Assistance Classes);
- Establishes and maintains contact with employers in the area to develop job prospects and/or volunteer, mentoring or apprenticeship opportunities;
- Supervises staff work, assures all work is completed on time, conducts performance evaluations on assigned staff, and implements corrective action if needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the techniques of interviewing and job placement; good knowledge of the sources and uses of occupational information and the requirements for various occupations; good knowledge of computer applications and ability to work with and learn various applications; ability to establish and maintain good relationships with welfare recipients, private employers and community agencies; ability to communicate effectively both orally and in writing; ability to evaluate applicants in terms of eligibility for immediate employment or to recognize need for referral to other agencies for rehabilitation and training; ability to compile personal data and prepare comprehensive reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher; or
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree and two (2) years of general business or office experience including one (1) year of specialized experience in one of the following fields: employment interviewing, employment counseling, personnel administration or labor or industrial relations; or

- (c) Four (4) years of general business or office experience including one (1) year of specialized experience as indicated in (b) above; or
- (d) An equivalent combination of training and experience as indicated in (a), (b), and (c) above.

SPECIAL REQUIREMENT: A valid New York State driver's license and acceptable driving record is required at time of appointment and must be maintained during employment (**Please submit a copy of your driver's license with your completed application**); or must be able to satisfy the travel requirements of the position throughout employment.

CLASSIFICATION: Competitive

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