

PLEASE POST CONSPICUOUSLY

Department of Social Services
Principal Social Welfare Examiner

\$51,039 - \$60,429

DATED: September 22, 2026

LAST DAY FOR FILING: October 5, 2026

EOE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, coordinating, supervising and managing the performance and activities of a group of employees, a unit or section depending on the organizational structure of the agency for determining financial eligibility for the various programs administered by the local Social Services district. Duties, though similar to those of a senior social welfare examiner, are broader in scale, are performed with more independence and involve a greater variety of related functions and the exercise of supervision over a greater number of subordinates. Work is performed under the general supervision of the Director of Income Maintenance. Performs related duties as required.

EXAMPLES OF WORK: (Illustrative only)

- Plans, coordinates, supervises and manages the activities within assigned area of responsibility;
- Assists in the formulation of policies and procedures, which relate to financial eligibility;
- Interprets federal, state and local policies and programs as they relate to financial eligibility;
- Establishes necessary controls for determining staff performance and makes necessary performance evaluations;
- Reviews recommendations made by lower level examiners and approves or disapproves them;
- Approves referral of clients to social service section for services;
- Maintains cooperative relationships with other units and sections of the agency;
- Maintains contact with and participates in community group efforts or other agencies initiatives in areas of responsibility including public presentation;
- Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance; thorough knowledge of the agency's overall programs, policies and procedures; good knowledge of other laws and programs which may affect eligibility (i.e. Worker's Compensation, Social Security and Unemployment Insurance); good knowledge of modern principles of supervision; ability to communicate and deal effectively with others; ability to plan, coordinate, manage and supervise the work of others and to evaluate their performance and manage performance issues within established procedures; ability to prepare reports; possess good computer skills in a variety of program types; initiative; tact; judgment; leadership; emotional maturity.

PROMOTIONAL QUALIFICATIONS:

Three (3) years full time permanent status as a Senior Social Welfare Examiner in the Department of Social Services.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree or higher and two (2) years of full time experience or its part time equivalent in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, interviewing; one (1) year of which shall have been in a supervisory capacity. OR;
- (b) Graduation from a regionally accredited or New York State registered college with an Associate's Degree and four (4) years of full time experience or its part time equivalent as defined in (a) above. OR;

- (c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of full time experience or its part time equivalent as defined in (a) above. OR;
- (d) An equivalent combination of training or experience as defined by the limits of (a), (b) and (c) above.

Note: Applicants may be required to undergo a Local, State, and/or national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

CLASSIFICATION: Competitive

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