PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Department of Social Services

Senior Social Welfare Examiner

$42,789 - $50,479

DATED: November 18, 2026

LAST DATE TO FILE: December 3, 2026

EOE

DISTINGUISHING FEATURES OF THE CLASS: This is an experienced worker who can assume responsibility for (1) supervision of a group of workers establishing financial eligibility for the various programs administered by the local social services district; (2) supervision of a unit within the eligibility section; (3) supervision of an entire section responsible for establishing financial eligibility; or (4) verification including field review of a sample of the initial financial eligibility determination in the validation section. The role that this individual assumes depends upon the workload and organization structure of the agency. Work is performed under supervision of a higher-level social welfare examiner or under the general supervision of Director of Income Maintenance. Performs related duties as required.

EXAMPLES OF WORK: (Illustrative only)

In the Validation Section:

- Reviews documents available in the agency's files to verify eligibility and/or to determine the additional action necessary to verify eligibility;
- Contacts cooperating agencies to verify client's eligibility;
- Makes field visits, when necessary, to verify information relevant to the validation process; obtains corroborative written or recorded documentation in cases of possible ineligibility;
- Appears at administrative or judicial proceedings when required to interpret decisions on applications;
- Interviews applicant and recipients, and, as needed, collateral contacts re-documentation of eligibility for assistance programs;
- Reports findings of investigation; makes recommendations for proper disposition of case reviewed (i.e. reduce grant, close case, release grant, refer to law enforcement);
- Prepares required statistical reporting appropriate to action;
- Provides feedback on validity of decisions to the agency to pinpoint causes of error;
- May require the use of a PC or similar computer equipment requiring the manipulation of a standard alphanumeric keyboard in preparing case files, etc.

In Eligibility Determination Section – Depending on the examining workload may do any or all of the following:

- Trains Social Welfare Examiners in all aspects of program policies, procedures and job duties;
- Serves as a working supervisor over a group of social welfare examiners, or supervises a unit or section;
- Reviews social welfare examiner's recommendations and approves or disapproves them;
- Approves referral of clients to social services section for services;
- Assists in the formulation of policies and procedures and interprets federal, state and local policies and programs;
- Establishes necessary controls for determining staff performance and makes necessary performance evaluations;
- May require the use of a PC or similar computer equipment requiring the manipulation of a standard alphanumeric keyboard in preparing case files; etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of federal, state, and local social services laws and programs as they affect eligibility for financial assistance and money payments; familiarity with other laws as they affect eligibility, such as Worker's Compensation, Social Security and Unemployment Insurance; ability to deal effectively with others; ability to analyze facts

obtained and use facts in making judgments regarding eligibility; ability to understand and follow directions; good powers of observation and perception; ability to enter case notes and other original source documents in PC or similar computer equipment; initiative; tact; good judgment; emotional maturity.

PROMOTIONAL QUALIFICATIONS:
Two (2) years permanent competitive status as a Social Welfare Examiner in 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 and one (1) year of full time or its part time equivalent experience in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, and interviewing; **OR**

b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full time or its part time equivalent experience as defined in (a) above; **OR**

c) Two (2) years of full time satisfactory paid experience or its part-time equivalent as a Social Welfare Examiner or similar title in a local social service agency in New York State; **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