

ALLEGANY COUNTY DEPARTMENT OF
HUMAN RESOURCES/CIVIL SERVICE

7 Court Street, Room 216
Belmont, New York 14813
Telephone: 585-268-9212 Fax: 585-268-9742

PROVISIONAL OPENING FOR Social Welfare Examiner

There is a provisional opening in the Allegany County Department of Social Services for the position of Social Welfare Examiner

Salary Range: \$19.84 - \$24.11/hour

The person in this position performs a combination of assignments in connection with determining eligibility for financial assistance, for medical assistance and/or for food stamps and verifying continued eligibility. The work involves the review, evaluation and verification of applications and records and direct interviews with applicants. Work is performed under the general supervision of a higher-ranking Social Welfare Examiner. Leeway is allowed for the performance of duties in accordance with established policies and procedures. Does related work as required.

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 Workers' 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; initiative; tact; judgment; emotional maturity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotional:

One year of permanent competitive class status in a position that regularly utilizes the Welfare Management System (WMS) in the Department of Social Services.

Open Competitive:

Two years' experience in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

NOTE: For open competitive qualifications, study in a regionally accredited college or university or one registered by New York State or a business school registered by New York State may be substituted for the experience in a year for year basis.

This is a competitive class position. The appointment is provisional and will be made in accordance to Civil Service Rules & Law.

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department. There is no fee at this time.

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