

# NOTICE OF VACANCY

**DEPARTMENT:** Department of Family and Community Services

**TITLE:** Social Welfare Examiner

**SALARY (GRADE):** \$32,278 (18W) plus Excellent Benefits

## **THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for determining the eligibility of a client for the various programs administered by a local social services district, and for processing the assistance to be granted in accordance with established policies and procedures. Employees in this class may perform any or a combination of assignments in connection with determining eligibility, categorical classification, continued eligibility and income maintenance, depending upon the size, organizational structure and work activity needs of the respective social service district. Responsibilities include the review and evaluation of applications and records, and direct interviews with applicants and/or recipients. The work is performed under the supervision of a higher-ranking Social Welfare Examiner. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Successful completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university, of which at least thirty (30) credit hours were completed in social work, sociology, psychology or a related field\*\* ; **OR**
- (B) Successful completion of thirty (30) credit hours at a regionally accredited or New York State registered college or university, of which at least fifteen (15) credit hours were completed in social work, sociology, psychology or a related field\*\* **AND** one (1) year experience examining, investigating, interviewing, or evaluating claims and/or complaints; or in customer service\*; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience examining, investigating, interviewing, or evaluating claims and/or complaints; or in customer service\*.

\***Customer Service:** Cashier experience will not be acceptable as a qualification.

\*\***Related Field:** May include the fields of business, criminal justice

### **NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts, if qualifying under (A) or (B)
2. Verifiable part-time/and or volunteer experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENTS:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** August 15, 2022

**\*\*Oneida County is an equal opportunity employer\*\***