

NOTICE OF VACANCY

DEPARTMENT: Family and Community Services
TITLE: Social Welfare Examiner (Part-Time)
GRADE/SALARY: \$17.74 per hour (18W)

THIS IS A NON-TESTED PART-TIME 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. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualification 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 will not be acceptable as a qualification.

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

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

NOTES:

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

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 6th 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: December 31, 2022

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