

# ***NOTICE OF VACANCY***

**DEPARTMENT:** Family and Community Services

**TITLE:** Social Welfare Examiner (Part-Time)

**GRADE/SALARY:** \$15.85 per hour

## **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 qualifications at time of application.

- (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

**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).

**MAIL APPLICATION TO:** Oneida County Department of Personnel  
Joseph M. Johnson, Commissioner  
800 Park Avenue  
Utica, New York 13501

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** December 31, 2020

Blank applications may be picked up in Personnel – 6th Floor of the Oneida County Office Building or downloaded and printed from our web site at [www.ocgov.net/personnel](http://www.ocgov.net/personnel). You may also call (315) 798-5726 and request that an application be sent to you.

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