

# NOTICE OF VACANCY

**DEPARTMENT:** Family and Community Services

**TITLE:** Principal Social Welfare Examiner

**GRADE/SALARY:** 22W - \$33,485 plus EXCELLENT BENEFITS

**THIS IS A TESTED CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class perform responsible work in planning, coordinating and supervising the activities of a service office or unit within the Income Maintenance Division. The incumbent performs related work as required.

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

**Promotional:** Candidates must have full-time, permanent competitive status for a period of **twelve (12) months as a Senior Social Welfare Examiner** in Oneida County Government.

**Open Competitive:**

Either:

- (A) Successful completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university, **AND** three (3) years of experience in examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits or a similar program operating under an established criteria for eligibility; one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** five (5) years of experience in examining, investigating, or evaluating claims for assistance, veterans, or unemployment benefits or a similar program operating under established criteria for eligibility; one (1) year of which shall have been in a supervisory capacity.

**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.

**NOTE:** Candidate must submit a copy of transcripts with application if qualifying under (A) above.

**TO APPLY ONLINE GO TO:** <https://oneida-portal.mycivilservice.com/>

**PAPER APPLICATIONS MAY BE PICKED UP IN THE PERSONNEL DEPARTMENT ON THE 6<sup>TH</sup> FL OF THE ONEIDA COUNTY OFFICE BUILDING AND MAILED OR HAND-DELIVERED**

**TO:** Oneida County Department of Personnel  
800 Park Avenue  
Utica, New York 13501

You may also request a paper application be mailed to you by calling 315-798-5726.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** October 23, 2020.

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