

NOTICE OF VACANCY

DEPARTMENT: Family and Community Services

TITLE: Social Welfare Examiner

GRADE/SALARY: 18W - \$29,273 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 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 experience will not be acceptable as a qualification.

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

NOTES:

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

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.

APPLYING ONLINE: Please click the link below and go to the current vacancies tab to find this vacancy.

<https://oneida-portal.mycivilservice.com/>

APPLYING WITH PAPER APPLICATION: Blank paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building and either mailed or hand delivered once completed to:

Oneida County Department of Personnel
Joseph M. Johnson, Commissioner
800 Park Ave
Utica, NY 13501

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

APPLICATIONS MUST BE RECEIVED NO LATER THAN: March 5, 2021

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

01/28/2021