



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Family and Community Services

CIVIL SERVICE TITLE: Chief Social Welfare Examiner (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$63,582 (33W) Plus Excellent Benefits

APPLICATION DEADLINE: October 31, 2025

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, coordinating, and supervising several units within the Income Maintenance, Medicaid, or Employment Divisions. Responsibilities involve considerable contact with public assistance or Medicaid recipients, legal aid society representatives, department attorneys and landlords. The work is performed with considerable independence and requires the application of independent initiative and judgment. Supervision is exercised over Head Social Welfare Examiners and/or Principal Social Welfare Examiners and subordinate personnel. The work is reviewed through conferences for conformance with established rules and regulations. Does related work as required.

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

Open Competitive:

- (A) Successful completion of sixty (60) semester credit hours **AND** seven (7) 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; three (3) years of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** nine (9) 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; three (3) years of which shall have been in a supervisory capacity.

Promotional:

Candidates **must** have permanent, full-time status for a period of **twelve (12) months as a Head Social Welfare Examiner OR thirty-six (36) months as a Principal Social Welfare Examiner** in the Oneida County Department of Family and Community Services

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. Candidates **MUST** submit with application a copy of transcripts, if qualifying under (A).
- 2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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

If you do not have internet access, paper applications can be picked up at the Oneida County Office Building (Utica, NY) in the Personnel Department. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 09/16/2025