



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

<u>DEPARTMENT:</u>	Family and Community Services
<u>CIVIL SERVICE TITLE:</u>	Principal Social Welfare Examinaer (NYHELP Program)
<u>CLASSIFICATION TYPE:</u>	Non-Competitive
<u>SALARY (GRADE):</u>	\$53,649 (27W) Plus Excellent Benefits
<u>APPLICATION DEADLINE:</u>	December 31, 2026
<u>APPLY ONLINE*:</u>	https://oneida-portal.mycivilservice.com/post/jobopps



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. Duties while like those of a Senior Social Welfare Examiner are broader in scope, are performed with more independence, involve a greater variety of related functions, and require the exercise of supervision over a greater number of subordinates. The work is performed under the general supervision of a higher-level examiner or the Director of Income Maintenance. The incumbent performs 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) credit hours **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.

Promotional:

Candidates must have permanent, full-time competitive status for a period of **twelve (12) months as a Senior 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 showing degree area and date degree conferred, 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 on the Internet 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 in the Personnel Department on the 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

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