



ONEIDA COUNTY GOVERNMENT

NOTICE OF VACANCY

<u>DEPARTMENT:</u>	Family and Community Services
<u>CIVIL SERVICE TITLE:</u>	Senior Social Welfare Examiner (NYHELP Program)
<u>CLASSIFICATION TYPE:</u>	Non-Competitive
<u>SALARY (GRADE):</u>	\$47,648 (24W) 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: This position involves duties which require an experienced employee who can supervise a group of employees engaged in establishing financial eligibility for the various programs. Employees may also supervise a unit providing special services to public assistance recipients. Supervision is exercised over a group of Social Welfare Examiners and clerical employees. The work is performed under the supervision of a Principal Social Welfare Examiner or a Case Supervisor. 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) semester credit hours at a regionally accredited or NYS registered college or university, of which at least thirty (30) credit hours were completed in social work, sociology, psychology or a related field** **AND** two (2) years of experience in social service-type programs examining, investigating, or evaluating claims and/or complaints for assistance, veterans, or unemployment benefits or a similar social service-type program operating under established criteria for eligibility; **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** three (3) 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

Promotional:

Candidates must have permanent, full-time status for a period of **twelve (12) months as a 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) or (B)
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 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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