



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Family and Community Services

CIVIL SERVICE TITLE: Assistant Director of Income Maintenance (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$72,762 (36W) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2026

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



DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Director of Income Maintenance in planning, implementing, and directing the operation of the Income Maintenance Division. This position is characterized by the extensive supervisory and administrative responsibility for directing and motivating staff, managing caseloads, and providing guidance in work techniques and procedures. While the department is required to operate within Federal and State mandates, an employee in this class exercises independent judgement in determining and implementing local programs and policies, subject to review of the Director of Income Maintenance. This employee also acts for the Director of Income Maintenance, in his/her absence. Supervision is exercised over administrative supervisors in a variety of program areas within the Division of Income Maintenance. Does related work as required

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

Possession of Bachelor's Degree **AND** five (5) years of full-time paid social work* experience; two (2) years of which shall have been in a supervisory capacity.

*Social work experience is defined to mean experience which shall have involved a one-on-one interaction with a client, in order to actively facilitate in the identification of client needs and goals through the interview process; as well as the development of a service plan (ie; identification and coordination of services available in the agency or the (community to meet these needs and goals).

Promotional:

Candidates must have permanent, full-time competitive status for a period of **twelve (12) months as a Chief Social Welfare Examiner OR twenty-four (24) months as a Head Social Welfare Examiner OR forty-eight (48) months as a Principal Social Welfare Examiner** in the Oneida County Department of Family and Community Services immediately preceding the date of this examination.

SPECIAL REQUIREMENTS: 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.
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 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: 04/09/2026