



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Family and Community Services

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

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$59,138 (30W) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2026

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



DISTINGUISHING FEATURES OF THE CLASS: This administrative position involves responsibility for planning, coordinating, supervising, and managing the performance and activities of a unit or section depending upon the organizational structure of the agency. Duties, though like those of Principal Social Welfare Examiner, are broader in scope, and are performed with more independence and involve a greater variety of related functions and the exercise of supervision over a greater number of subordinates. Work is performed under general supervision. The incumbent performs related work as required

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

- (A) Successful completion of sixty (60) credit hours **AND** five (5) 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; two (2) 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** seven (7) 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; two (2) years of which shall have been in a supervisory capacity.

Promotional:

Candidates must have permanent, competitive status for a period of **twenty-four (24) months as a Principal Social Welfare Examiner OR thirty-six (36) months as a Senior Social Welfare Examiner** in the Oneida County Department of Family and Community Services immediately preceding the date of this examination

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 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