



## **SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT**

105 Ninth Street Unit 21  
Watkins Glen, NY 14891  
(607) 535-8190 Fax: (607) 535-8193  
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Lorry Johnson  
Personnel Officer

### **Job Opening**

# **Sr. Social Welfare Examiner**

## **Schuyler County Department of Social Services**

**LAST DATE TO FILE:** January 25, 2019

**SALARY:** \$19.51 w/excellent benefits

**VACANCY:** At the present time, there is one full-time opening in the Schuyler County Department of Social Services in the Medicaid Unit. The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.

**HOW TO APPLY:** Must complete Civil Service application and submit to Schuyler Co. Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891.

**JOB DESCRIPTION:** The work involves responsibility for acting as a lead worker with a group of Social Welfare Examiners and clerical employees engaged in establishing financial eligibility for the various programs administered by the Social Services Department. The incumbent is also responsible for making selected eligibility determinations and processing cases for opening of continuing assistance. The work is performed under the supervision of a Principal Social Welfare Examiner or other Social Services Department supervisor. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

Leads and participates in the coordination of the client's eligibility for assistance, including initial categorical determination and evaluates available resources in relation to eligibility;  
Reviews Social Welfare Examiners' work for accuracy and aids in new employee's training;  
Makes redeterminations of client eligibility for program assistance;  
Contacts cooperating agencies to verify client's eligibility for benefits;  
Refers clients when appropriate to caseworkers, or to other specialists such as housing, employment, legal or medical support services;  
Reports findings of investigations and makes recommendations for proper disposition of cases reviewed;  
Uses the Welfare Management System terminal to input and extract data on client's cases;  
Appears at administrative or judicial proceedings when required to interpret decisions on client applications for public assistance;  
Interprets Federal, State and local policies and programs to Social Welfare Examiners;  
Attends continuing education training regarding new State and Federal laws and mandates concerning social services programs;  
Presents outreach programs on food stamps to senior citizens on site at senior housing, food pantries, and the Office for the Aging;  
Uses a computer to prepare a variety of reports, and to enter and retrieve data from various databases;

Makes collaborative contacts to verify eligibility;  
Prepares documentation, presents evidence, and/or testifies in court, at Fair Hearings, or Administrative Hearings as required;  
Assists in the formulation of policies and procedures and interprets programs;  
May determine overpayments of assistance by producing budgets and/or benefits issued to recipients on the basis of inadequate or fraudulent information presented to the agency;  
Conducts and arranges for appropriate training for staff;  
Develops, implements, and presents training modules;  
May be required to research and prepare grant applications;  
Prepares a variety of records and reports.

**MINIMUM QUALIFICATIONS: Either:**

- A) Completion of two years (60 semester credit hours) of study in a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, and two years of experience in examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits, insurance, or similar program operating under established criteria for eligibility; or
- B) Graduation from high school or possession of a high school equivalency diploma and four years of experience as outlined in (A); or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B)

D) **PROMOTIONAL REQUIREMENT:** One year of permanent competitive status as a Social Welfare Examiner in Schuyler Co. DSS immediately preceding the date of the written test.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891  
(607) 535-8190

**Date Issued: January 10, 2019**