

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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Bethany O'Rourke Personnel Officer

NOTICE OF VACANCY - PROMOTIONAL SOCIAL SERVICES EMPLOYMENT SPECIALIST

DATE OF ISSUE: 05/17/2022. The work involves responsibility for aiding public assistance and food stamp applicants and recipients in obtaining employment or learning skills to enable them to obtain employment through a variety of programs. An incumbent reviews the employment capabilities and limitations of recipients and assigns them to job readiness, job placement and/or job training activities. The work involves establishing lines of communications with private employers in local industry, municipalities, education facilities and State employment services to place and/or train applicants. The work is performed under the general supervision of a Principal Social Welfare Examiner with leeway allowed for exercise of independent judgment in carrying out details of the work. Does related work as required.

The title of Social Services Employment Specialist is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is expected in 2023.** Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional, pending successful completion of civil service examination requirements
Work Hours: Full-time, Monday – Friday (35 hour work week)
Salary: \$37,904 (CSEA SG VII, base)
Locations: Tioga County Department of Social Services

Promotional: At time of application, candidates must be currently employed **AND** have **Twelve (12) months** continuous **permanent** competitive class **status** as a **Social Welfare Examiner** with the **Tioga County Department of Social Services.**

Apply Online: <https://www.tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Apply by 05/27/2022

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor