

Personnel and Civil Service

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NOTICE OF VACANCY

Senior Social Welfare Examiner

DATE OF ISSUE: 07/01/2024: The work involves responsibility for monitoring and assisting a group of workers establishing financial eligibility for the various programs administered by the local social services district; or verification including field review of a sample of the initial financial eligibility determinations. The role that this individual assumes depends upon the workload and organizational structure of the agency. The work is performed under general supervision in accordance with prescribed policies and procedures. Supervision is exercised over the work of Social Welfare Examiners, and other subordinates. Does related work as required.

The title of Senior Social Welfare Examiner is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **The tentative test date for this examination is not yet known.** Pending a criminal background check*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional, pending permanent appointment from eligible list
Work Hours: Full time, 35 hour work-week
Salary: \$44,907 (CSEA SG IX); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Department of Social Services

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE: Graduation from high school or possession of a high school equivalency diploma and four years of full-time experience or its part-time equivalent in examining, investigating or evaluating claims for assistance, such as veterans or unemployment benefits or similar programs operating according to established criteria for eligibility.

NOTE: Study in a regionally accredited or New York State registered college, university or business school may be substituted for two years of experience on a year-for-year basis.

PROMOTIONAL: At time of application, candidates must be permanently employed in the competitive class (or allocated to non-competitive class in accordance with section 55A of Civil Service Law) in the Tioga County Department of Social Services and have **twelve (12) months** of continuous **permanent** competitive class status as a **Social Welfare Examiner** in the **Tioga County Department of Social Services**.

APPLY ONLINE by using our "Online Application Tool": <https://www.tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications will be accepted until the position has been filled.

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.

**Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and/or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.*