

Personnel and Civil Service

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NOTICE OF VACANCY

Social Services Employment Specialist

Re-issued 10/17/2024. 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 communication 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. **The tentative test date for this examination is not yet known.** Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list. *Applicants not currently employed by Tioga County will be subject to a criminal background check.

Status: Provisional, pending successful completion of civil service examination requirements
Work Hours: Full time, days; 35 hours/week
Salary: \$40,212 (CSEA SG VII, base); 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

Promotional Qualifications: 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**.

Open Competitive Minimum Qualifications (Either):

- a. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree; **OR**
- b. Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of full-time work experience in employment interviewing, casework, counseling or closely related position with similar duties and responsibilities; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

Note: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Certain assignments given to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

Apply Online: <https://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.