

# Personnel and Civil Service

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## NOTICE OF VACANCY

### Social Welfare Examiner (HELP Program)

**Reissued: 11/08/24.** The work involves responsibility for determining financial eligibility for the various programs administered by a local social services district and recommending amount of assistance in accordance with established policies and procedures. An employee may perform any one or a combination of assignments in connection with determining financial eligibility, categorical classification, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social services district. In some cases, employees may provide on-going case management services. The work is performed under direct supervision and involves the review and evaluation of applications and records and direct interviews with applicants. Does related work as required.

The title of Social Welfare Examiner is **Non-Competitive\***, requiring applicants to meet minimum qualifications established for the position. A criminal background check\*\* is required

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|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Status:</b>     | Permanent Probationary                                                                                                                                              |
| <b>Work Hours:</b> | Full time, 35 hour work-week                                                                                                                                        |
| <b>Salary:</b>     | \$35,451 (CSEA SG VI); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan |
| <b>Location:</b>   | Tioga County Department of Social Services                                                                                                                          |

#### **MINIMUM QUALIFICATIONS (Either):**

- a. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree; **OR**
- b. Graduation from a high school or possession of high school equivalency diploma and two years of full-time work experience or its part-time equivalent in a human services or social services setting; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

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

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

**Apply by: Applications 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.*

*\*This is a Non-competitive appointment under the Hiring Emergency Limited Placement (HELP) Program. Upon approval of the title deletion, the title reverts to competitive class jurisdictional classification and the incumbents occupying that title gain a competitive appointment.*

*\*\*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.*