

Personnel and Civil Service

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NOTICE OF VACANCY

Principal Social Welfare Examiner

DATE OF ISSUE: 10/03/25 The work involves responsibility for planning, coordinating, supervising and managing the performance and activities of a group of employees (a unit or section depending upon the organizational structure of the agency) involved in performing such duties as determining financial eligibility, categorical classification, continued financial eligibility and income maintenance. Duties, though similar to those of a senior social welfare examiner, are broader in scale, are performed with more independence and involve a greater variety of related functions and the exercise of supervision over a greater number of subordinates. The work is performed under the general supervision according to prescribed policies and procedures. Supervision is exercised over the work of Senior Social Welfare Examiners and/or Social Welfare Examiners. Does related work as required.

The title of Principal Social Welfare Examiner is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **A 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 workweek
Salary: \$49,378 (CSEA SG X); benefit package available: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Department of Social Services

Open Competitive Qualifications: Graduation from high school or possession of a high school equivalency diploma and six (6) 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 three (3) years of experience on a year-for-year basis. **Please submit transcripts at time of application.**

Promotional Qualifications: 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** must have served continuously in the competitive class on a permanent basis for **six (6) months** immediately preceding the date of the written test as **Senior Social Welfare Examiner; OR twelve (12) months** as a **Social Services Investigator, Support Investigator or Social Services Employment Specialist; OR twenty-four (24) months** as a **Social Welfare Examiner.**

If you were permanently appointed via the New York Hiring for Emergency Limited Placement Statewide (NY HELPS) program to a qualifying title in the non-competitive class and have served continuously in this title in the required time, you may qualify for this position promotionally.

Apply Online: <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.