

Personnel and Civil Service

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NOTICE OF VACANCY

Principal Social Welfare Examiner (HELP Program)

Date of Issue: 06/26/2026. 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 **Non-Competitive***, requiring applicants to meet minimum qualifications established for the position. A criminal background check** is required

Status:	Permanent, Probationary
Work Hours:	Full time, 35-hour work-week
Salary:	\$51,106 (CSEA SG X); 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 (Either):

OPEN COMPETITIVE: 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 two years of experience on a year-for-year basis.

PROMOTIONAL: At time of application, candidates must be currently employed **AND** have **six (6) months** continuously as a **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** within the **Tioga County Department of Social Services**.

APPLY ONLINE: <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.*