

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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Bethany O'Rourke Personnel Officer

NOTICE OF VACANCY PRINCIPAL SOCIAL WELFARE EXAMINER

Date of Issue: 11/19/2021. 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. **An examination is anticipated for 2022.** Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional
Work Hours: Full-time, days; 35-hour work week
Salary: \$42,750.00/yr. (2021 Base - CSEA SG X)
Location: Tioga County Department of Social Services

Promotional Qualifications:

Candidates must be permanently employed in the competitive class in the Tioga County Department of Social Services and must have served continuously in the competitive class and with permanent status for **six (6) months** from date of application as either: **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**.

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

Apply by: November 30, 2021

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.