



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21
Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Open to the Public
Job Opening
Principal Social Welfare Examiner
Department of Social Services

LAST DATE TO FILE: Applications accepted until position is filled.

SALARY: \$23.28/hr (2022 rate) with excellent benefit package ranging from \$10,152 - \$30,653 which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. For full details on benefits the CSEA Admin Unit contract can be found at <http://www.schuylercounty.us/DocumentCenter/View/566/CSEA-Local1000-Admin-Unit-1-1-2020-to-12-31-2025?bidId=>

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VACANCY: At the present time, there is one full-time, 35 hour per week, opening in the Schuyler County Social Services Department. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application

JOB DESCRIPTION: The work involves responsibility for planning, coordinating, supervising and managing the performance and activities of a group of Senior Social Welfare Examiners, Social Welfare Examiners and clerical employees engaged in determining client eligibility for public assistance and Medicaid. The duties, although similar to those of a Senior Social Welfare Examiner, are broader in scale, carry greater responsibility, are performed with more independence, and involve a greater variety of related functions. The work is performed under the general supervision of the Employment and Temporary Assistance Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and reviews eligibility determinations, budgets, and calculations, and consults with subordinate workers for purposes of final determination and eligibility;

Establishes necessary controls for determining staff performance and makes necessary performance evaluation;

Plans, supervises and manages the unit activities within assigned area of responsibility;

Participates in the formulation of local policies and procedures that relate to eligibility for the programs administered by the local Social Service district;

Manages the County burial program

Evaluates current policies and procedures for appropriateness;

Evaluates applications and conducts interviews for new department employees as well as facilitates employee training;

Performs check of statewide computer system to monitor for double registration of clients as well as consulting with other agencies and community groups;

Makes an evaluation of client's eligibility for assistance, may determine initial categorical eligibility and evaluates available resource details in relation to eligibility;
Approves assistance to clients on an emergency basis through the cooperation of community groups, churches, businesses and other agencies;
Reviews employee time cards for accuracy and approves leave requests;
Refers clients, when appropriate, to specialists such as housing, employment, legal or medical support services;
Appears at administrative or judicial proceedings when required to interpret decisions on applications;
Reports findings of investigations and makes recommendations for proper disposition of cases reviewed;
Presents various outreach programs within area of responsibility, such as on food stamps for senior citizens at on-site senior housing, food pantries, Office for the Aging, etc.;
Attends continuing education training, workshops and other related meetings regarding new State and Federal laws and mandates concerning social services;
Reviews worker's cases to ensure compliance with applicable rules and regulations;
Present information to community agencies, groups, etc. within area of responsibility.

MINIMUM QUALIFICATIONS:

- A. Completion of two years (60 semester credit hours) of study in a regionally accredited college of university or one accredited by the New York State Board of Regents to grant degrees and three years of experience in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or similar program operating under established criteria for eligibility; or
- B. Graduation from high school or possession of a high school equivalency diploma and five years of experience as outlined in (A) above; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: November 22, 2022