



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020

(518) 885-2225

SCOT CHAMBERLAIN
Director of Human Resources

TEMPORARY OPPORTUNITY

**SOCIAL WELFARE EXAMINER(S) - HEAP
(HOME ENERGY ASSISTANCE PROGRAM)
3 MONTH DURATION - EXTENSION POSSIBLE**

SALARY: \$43,346

The work involves responsibility for determining financial eligibility for the various programs administered by a local social services district and recommending amounts of assistance in accordance with established policies and procedures. An employee may perform any or a combination of assignments in connection with determining financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social services district. The work is performed under direct supervision and involves the review and evaluation of applications and records, direct interviews, and may include field visits with applicants. Does related work as required.

MINIMUM QUALIFICATIONS: Either...

- A)** Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree; **OR**
B) Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience which shall have involved either accounting, bookkeeping, examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits, insurance, credit or loans.

SUBMIT APPLICATION TO:

Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

APPLICATIONS WILL BE ACCEPTED UNTIL (Close of Business): 9/28/2022

Applications available in the Human Resources Office or on our website. Resume **may not** be substituted for Application. Applications must be received in our office by close of business on date indicated. Postmarks **will not** be accepted for this position. No Fax Submissions

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.