



DEPARTMENT OF HUMAN RESOURCES

SCOT CHAMBERLAIN, DIRECTOR

518.885.2225

SARATOGACOUNTY.NY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

TEMPORARY OPPORTUNITY

**“Social Welfare Examiner(s) - HEAP”
(HOME ENERGY ASSISTANCE PROGRAM)
Saratoga County Department of Social Services
3 Month Duration – Extension Possible**

SALARY: \$44,213 (Optional Enrollment in NYS Retirement System)

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:

- A)** Possession of an Associate’s degree; **OR**
B) Graduation from high school or possession of a high school equivalency diploma (GED) and two (2) 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 APPLICATIONS TO:

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

Applications available in the Human Resources Office or on our website. **Resume MAY NOT be substituted for Application. No Fax Submissions**

Applications will continue to be accepted until the vacancy(s) has been filled

Application is required for consideration and are available in the Human Resources Office or on our website: www.saratogacountyny.gov. Resume may not be substituted for Application. 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 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.