



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.

CAREER OPPORTUNITY

**Social Welfare Examiner
Saratoga County Department of Social Services**

SALARY: \$44,213 (max \$53,362 based on years of service w/ county)

****Plus Excellent Benefits, Compensation Plan and NYS Retirement****

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.

Typical work activities for this opportunity are... (*Illustrative only)

- Reviews the certification form to determine that all statements are complete and consistent with every other item of information provided. Where necessary for clarification or completion of certification form, ask applicant appropriate questions and makes necessary additions or corrections on the form;
- Makes an evaluation of applicant's financial eligibility for assistance, may determine initial categorical eligibility, evaluates available resource details in relation to financial eligibility;
- Prepares and computes budget for the applicant(s);
- Advises applicant(s) of eligibility determination, the amount of assistance, and when the first grant can be expected;
- Advises the applicant(s) about the program under which he is eligible for assistance, and any documentation or additional information which is necessary for final program clarification;
- Recommends emergency grants as needed;
- Makes recommendations of financial eligibility;
- Explains the validation process to the applicant(s);
- May be required to make field visits to determine eligibility for assistance;
- Advises the applicant about their duty to keep the agency informed of any change in status which may affect their eligibility for assistance;
- Informs applicant about the range of services in the agency. If mandatory, or requested by applicant or client, or need for services is indicated, refers applicant to social services section, or to other specialists, such as resources, housing, employment, legal or medical, etc.;
- Makes referrals for full field investigation where presumption of fraud is indicated.
- Performs related duties as necessary.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Minimum Qualifications are, at least...

- (A) Possession of an Associate's degree; **OR**
(B) Graduation from high school or possession of a high school equivalency certificate (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.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet fieldwork requirements in a timely and efficient manner.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Qualified Candidates may submit their application & resume to:

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

Applications will continue to be accepted until vacancy has been filled

*****This position is being filled on a provisional basis pending the results of a Civil Service exam to be scheduled at a later date*****

Application is required, and available in the Human Resources Office or on our website: 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 inquiries 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.