



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Department of Social Services

- Job Title:** SENIOR SOCIAL WELFARE EXAMINER (HELP's Program) - PROMO
- Salary Range:** \$52,332 - \$61,510\* (\*Based on years of service employed with Saratoga County)
- Work Location:** 152 West High Street, Ballston Spa, NY 12020
- Classification:** Non-Competitive (Exam requirements temporarily waived)

#### Job Description

This is an experienced worker who can assume responsibility for (1) supervision of a group of workers establishing financial eligibility for the various programs administered by the local social services district, (2) supervision of a unit within the eligibility section, (3) supervision of an entire section responsible for establishing financial eligibility. The role that this individual assumes depends upon the workload and organizational structure of the agency. Work is performed under the supervision of a higher-level social welfare examiner or under the general supervision of Commissioner of Social Services.

#### Minimum Qualifications (at least)

Candidates must currently be employed in the Saratoga County Department of Social Services serving in a permanent full-time status as a Social Welfare Examiner.

#### Typical Work Activities (\*Illustrative)

- Reviews documents available in the agency's files to verify eligibility and/or to determine the additional action necessary to verify eligibility;
- Contacts cooperating agencies to verify client's eligibility;
- Makes field visits, when necessary, to verify information relevant to the validation process;
- Obtains corroborative written or recorded documentation in cases;
- Appears at Administrative or Judicial proceedings when required to interpret decisions on applications;
- Interviews applicants and recipients, and, as needed, collateral contacts in process of verifying eligibility for public assistance;
- Reports findings of investigation; makes recommendations for proper disposition of cases reviewed; i.e., reduce grant, close case, release grant, refer to special investigation unit;
- Prepares required statistical reporting appropriate to action;
- Provides feedback on validity of decisions to the agency to pinpoint causes of error;

\*In eligibility determination section – Depending upon the examining workload may do any or all of the following:



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- Serves as a working supervisor over a group of social welfare examiners; or supervises a unit or section;
- Reviews social welfare examiner's recommendation and approves or disapproves it;
- Approves referral of clients to social services units for services;
- Assists in the formulation of policies and procedures and interprets federal, state and local policies and programs;
- Establishes necessary controls for determining staff performance and makes necessary performance evaluations;

*\*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 above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### **Additional Information**

- Excellent benefits, NYS Retirement and Compensation Plan

### **To Apply (via Link Provided)**

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted until the vacancy has been filled**

**\*\* This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through December of 2024 \*\***

*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 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.*