DEPARTMENT OF HUMAN RESOURCES
EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Social Services

Promotional Opportunity

Job Title: **SENIOR SOCIAL WELFARE EXAMINER (PROMO) (HELP's)**

Salary Range: $55,465 - $65,192* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 152 West High Street, Ballston Spa, NY 12020

Classification: Non-Competitive HELP's **(Exam requirements temporarily waived)**

Job Description

Depending on the examining workload and the organizational structure of the agency supervise a group of examiners, or a unit, or the eligibility section; or validates a sample of the determinations for assistance under programs administered by a local social services district. Does related work as required. 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)

Employees must be currently employed with the Saratoga County Department of Social Services, currently serving in a permanent full-time status for at least twelve (12) months ***as a Social Welfare Examiner***.

(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.)

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.

**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 through the date posted or until the flyer has been removed

***** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been t temporarily waived through June of 2028 *****

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.