

DATE: August 16, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently a promotional eligible list.)

FROM: Michael Iapocce, Commissioner of Social Services
1061 Development Court, Kingston, NY 12401

JOB VACANCY: Head Social Welfare Examiner / Permanent/Provisional / Full-Time / Benefited

LOCATION: Business Resrce Cntr

SALARY: \$33.66 / hour (Grade 15A)

FILL DATE: September 9, 2024



DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, coordinating and supervising the performance and activities of a large unit or section of employees involved in the delivery of financial service programs. The duties, though similar to those of a Principal Social Welfare Examiner, are broader in scope and are performed with more independence. Work is performed under the general supervision of a Unit Director with wide leeway allowed in the determination of subordinate work assignments. Supervision is exercised over the work of others. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal, State and local laws, codes and policies relative to the provision of social welfare financial programs; thorough knowledge of other laws, codes and programs relative to the provision of human services; thorough knowledge of interviewing procedures and practices; thorough knowledge of modern principles and practices of supervision and administration; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to read, understand and analyze complex written information; good powers of observation and perception; initiative; tact; patience; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a bachelor's degree and three (3) years of full-time paid experience examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, at least two (2) years of which must have been in a supervisory capacity; **OR**
- B. Possession of an associate's degree and five (5) years of full-time paid experience examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, at least two (2) years of which must have been in a supervisory capacity; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid experience examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, at least two (2) years of which must have been in a supervisory capacity; **OR**
- D. An equivalent combination of training and experience as indicated in A, B or C above.

Note: College level study may be substituted for the above required work experience; thirty (30) semester credit hours are considered the equivalent of one year of full-time work experience.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.