DATE: November 3, 2026

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

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

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

LOCATION: Business Resrce Cntr

SALARY: $24.60 / hour (Grade 9A)

FILL DATE: November 25, 2026

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level traineeship in the Department of Social Services. Appointees to this class are provided training for a period of not less than one year consisting of classroom and on the job segments designed to provide essential knowledges and some skills in connection with determining eligibility for financial service programs and verifying continued eligibility. The appointee will be assigned limited duties and gradually, as experience in the social welfare programs is gained, the workload will be increased and the employee will take on more complex duties and greater independence in the delivery of financial service programs including: Public Assistance, Medical Assistance and Food Stamps. In order to be promoted to the full performance position of Social Welfare Examiner, an incumbent must have met the following criteria: (1) served at least one year in the Trainee title; (2) attained permanent appointment in the Trainee title; and (3) successfully completed their probationary period. Work is performed under the direct supervision of a higher-level employee. Supervision is not a function of this class. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to acquire knowledge of Federal, State and local laws, codes and policies concerning the provision of social welfare financial programs; ability to acquire knowledge of other laws, codes and programs relating to the provision of human services; ability to acquire knowledge of interviewing procedures and practices; ability to communicate effectively both orally and in writing; ability to relate well with others under stressful conditions; ability to read and understand moderately complex written information; ability to analyze obtained information and determine its pertinence to financial service programs; good powers of observation and perception; initiative; tact; good judgment; patience; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Possession of an Associate's degree; **OR**

B. Graduation from high school or possession of a high school equivalency diploma and two (2) 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; **OR**

C. An equivalent combination of training and experience as indicated in A and B above.

Special Requirement: At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.

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.

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