



DATE: May 26, 2023

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

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

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

LOCATION: Business Resource Center

SALARY: \$25.00 / hour (Grade 11A)

FILL DATE: June 19, 2023

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class will participate in specialized functions related to the delivery of financial service programs including: Public Assistance, Medical Assistance and/ or Food Stamps. The incumbent is assigned specialized work that requires good knowledge of areas such as: fair hearing and AD packets, or representing the department in court. An employee in this class may be assigned limited supervisory responsibilities, as necessary, depending on the nature of assignment. Work is performed under the general supervision of a higher level employee with leeway allowed in the performance of work assignments. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of Federal, State and local laws, codes and policies concerning the provision of social welfare financial programs; good knowledge of interviewing procedures and practices; working knowledge of other laws, codes and programs relating to the provision of human services; ability to communicate effectively both orally and in writing; ability to read and understand moderately complex written material; ability to analyze obtained information and determine its pertinence to financial service programs; ability to relate well with others; under stressful conditions; 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 an associate's degree 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

B. Graduation from high school or possession of a high school equivalency diploma and four (4) 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.