

PRINCIPAL SOCIAL WELFARE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, coordinating and supervising the performance and activities of a group of employees involved in the delivery of financial service programs including: Public Assistance, Medical Assistance and/ or Food Stamps. Work is performed under the general supervision of a higher level employee with considerable leeway allowed in the performance of supervisory responsibilities. Supervision is exercised over the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

May participate in the formulation of policies and procedures to facilitate the delivery of financial service programs;

Interprets and communicates a variety of Federal, State and local laws and codes to implement policy and procedure to maintain compliance in the delivery of financial services;

Plans, coordinates, supervises and manages the activities within assigned area of responsibility;

Monitors staff performance, makes performance evaluations and institutes performance standards in area of responsibility;

Oversees and participates in the training of staff;

Reviews, approves and/ or returns the work of subordinate staff;

Appears at administrative or judicial proceedings when required to interpret decisions or applications;

Maintains cooperative working relationships with other units, divisions and agencies to facilitate the delivery of services;

Prepares a variety of reports in accordance with local, State and Federal requirements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Through knowledge of Federal, State and local laws, codes and policies concerning the provision of social welfare financial programs; thorough knowledge of interviewing procedures and practices; good knowledge of other laws, codes and programs relating to the provision of human services; good knowledge of modern principles and practices of supervision; 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 bachelors 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, at least one year of which must have been in a supervisory capacity; **OR**
- B. Possession of an associates degree 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, at least one year of which must have been in a supervisory capacity; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) 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 one year 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.

ULSTER COUNTY
5000 PR SWE
Classification: Competitive
Grade: 14A
Union: CSEA

Revised: March 17, 1989