

## RESOURCE ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class makes necessary contacts to develop and verify information regarding the resources of applicants and recipients of temporary, medical and food stamp assistance. The work is performed in accordance with standard policies and procedures with limited leeway for the exercise of independent judgement in the analysis of specific cases and is performed under the direct supervision of a higher level employee. In addition, the incumbent conducts necessary correspondence and maintains records. Supervision is not a function of this class. 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.

Consults with casework staff after gathering appropriate information from applicants and recipients to determine asset value and/ or disposition;

Makes contacts with banks and other financial institutions regarding the assets and liabilities of applicants and recipients;

Establishes contacts and working relationships with attorneys, insurance companies, realtors and others having necessary information relative to the real or personal property holdings of applicants and recipients;

Searches County Clerk and Surrogate Court records for real and personal property holdings of applicants and recipients;

As requested, interviews applicants and recipients regarding their resources;

Assists in the conservation and disposition of real estate and other properties placed under the control of the agency by assignment or deed;

Keeps accounts, individual records and statistical data as may be required in connection with resource work.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of insurance, real estate and business procedures; working knowledge of New York State Social Services Law, especially provisions relating to applicant and recipient resources; ability to review detailed plans for the utilization of real and personal property; ability to read and understand financial records, government tax forms and various types of bookkeeping methods; ability to prepare accurate records and reports; ability to establish and maintain necessary contacts; ability to establish and maintain effective working relationships with others; ability to communicate effectively, both orally and in writing; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Completion of sixty (60) credit hours, thirty (30) credit hours of which must have concentrated in Business Administration or a comparable field from a regionally accredited or New York State registered college or university; **OR**
- B. Graduation from high school or possession of a high school equivalence diploma, and two (2) years of full-time paid experience, or its' part-time equivalent, in one or any combination of the following areas:
  - 1. Investigating or evaluating applications for insurance or loans; or any comparable program operating under established criteria for eligibility; **OR**
  - 2. Experience involving research for real property transactions. **OR**
- C. Three (3) years of full-time paid experience, or its' part-time equivalent, as listed in B above; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

ULSTER COUNTY  
5570 RESRCE AST  
Classification: Competitive  
Grade: 9  
Union: CSEA

Revised: June 18, 1998

Original Spec has a stamp on it that reads, "APPROVED BY NEW YORK STATE DEPARTMENT OF SOCIAL SERVICES, REVIEWER (in script) "Gary Martinus", DATE (in script) "7/1/98", COUNTY (in script) "Ulster".