

SENIOR RESOURCE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position entails responsibility for supervising and participating in the work of the resource unit of the Department of Social Services as well as for performing a variety of tasks related to the administration of support services in the Department. General supervision typically in the form of meetings and review of reports, is received from the Director of Resource Recovery. Unit policies are usually well defined but the employee is expected to exercise independent judgment in applying these policies to particular cases and in establishing unit procedures. Direct supervision is exercised over the work of all unit staff. 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.

Supervises and participates in the following Resource Recovery tasks:

Advising the casework staff in matters of life insurance adjustment;

Making contacts with banks and savings associations regarding the holdings of applicants for public assistance;

Searching records in offices of county clerk and surrogate for real and personal property holdings of recipients;

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

At request of casework staff, interviewing clients to advise as to disposition of resources.

Also performs the following administrative tasks:

Supervises the opening and distribution of all department mail;

Maintains and accounts for the department's petty cash fund;

Maintains an inventory of all department equipment;

Supervises and participates in the requisitioning of department office supplies, and equipment;

Prepare budget estimates related to department office supplies and equipment as well as service contracts;

Checks all deliveries of office supplies and equipment to ensure the correct items are included;

Acts as secretary to the Director of Resource Recovery.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of insurance, real estate, and business procedures; good knowledge of New York State Social Services Law, especially provisions relating to welfare client resources; good knowledge of office terminology, procedures, supplies and equipment; good knowledge of business arithmetic and English; accuracy in working out detailed plans for the utilization of real and personal property ability to make reports; ability to establish and maintain good contacts; ability to supervise the work of others; good health.

MINIMUM QUALIFICATIONS: Three (3) years experience in a local social service agency, one of which must have included responsibility for resource recovery.

Note: College level study may be substituted for two (2) years of the required general experience.

ULSTER COUNTY
6510 SR RES AST
Classification: Competitive
Grade: 11
Union: CSEA

Adopted: December 26, 1984