

SENIOR SOCIAL WELFARE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this class participate in the delivery of financial service programs including: Public Assistance, Medical Assistance and/ or Food Stamps. In addition, the incumbent is responsible for the day to day supervision of one or more Social Welfare Examiners. 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.

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.

Serves as a working supervisor over one or more Social Welfare Examiners;

Reviews Social Welfare Examiner's recommendations and approves or disapproves same;

Approves referrals of clients/ applicants to other agencies, divisions and/ or units;

May assist in the formulation of policies and procedures;

Interprets Federal, State and local policies and procedures;

Reviews documents to verify eligibility and/ or to determine additional action necessary to verify eligibility;

Interviews applicants/ recipients and makes collateral contracts as needed;

Makes field visits, when necessary, to verify information relevant to eligibility;

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

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 other laws, codes and programs relating to the provision of human services; good knowledge of interviewing procedures and practices; ability to communicate effectively both orally and in writing; ability to relate well with, and supervise the work of, others; ability to read and understand moderately 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 bachelor's degree and one year 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. Possession of an associate's degree and three 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. Graduation from high school or possession of a high school equivalency diploma and five (5) 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**
- D. An equivalent combination of training and experience as indicated in A, B or C 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 semester credit hours are considered the equivalent of one year of full time work experience.

ULSTER COUNTY

6570 SR SWE

Classification: Competitive

Grade: 12A

Union: CSEA

Revised: March 17, 1989