

TOWN SOCIAL SERVICES OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering a town social services program which includes the authorization of home relief, medical care given at home, burial and emergency assistance. The work is carried out in accordance with established procedures and involves receiving applications for various types of assistance, care and service, and issuing home relief and other grants. The incumbent may be required to assist the County Commissioner of Social Services in the administration of assistance and care within the town. Work is performed under the general supervision of the Town Board and the County Commissioner of Social Services. Supervision may be exercised over subordinates. 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.

Receives applications for various types of assistance, care and services;

Forwards application to the County Social Services Department;

Receives recommendations from the County Social Services Department on initial and continuing eligibility of town residents and amount of payment needed for home relief, medical care given at home and burial;

Authorizes and issues payments for home relief, medical care given at home and burial;

Receives current reports from the County Social Services Department on all persons residing in towns in receipt of public assistance or care;

Grants emergency assistance as required;

Maintains necessary records of all interviews, actions taken and relief granted;

Serves as information officer on Federal, State and local programs of public assistance, special benefits and related programs;

Advises the County Social Services Department of changes which come to his/ her attention in the status of recipients of, or applicants for, assistance or care in the town.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of social conditions in the town; good knowledge of the community resources within the town; working knowledge of the Federal, State and local laws applying to welfare, relief and other social programs; ability to administer a town social services program; good judgment; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma and successful completion of at least one course in accounting or a related field at a regionally accredited or New York State registered college, university or business school; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and one year of experience in the compilation and maintenance of financial accounts and records; **OR**
- C. Two (2) years of experience as described in B above; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

Note: College level study may be substituted for work experience on a year for year basis.

ULSTER COUNTY
7350 TN SS OFF
Classification: Competitive
7351 TN SS O PT
Classification: Non-Competitive
OA

Revised: July 17, 1990
Revised: August 8, 1994