

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 02/11/08
APPROVED BY NYS OTDA:

SENIOR SOCIAL WELFARE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Social Services and involves duties which require an experienced employee who can supervise a group of employees engaged in establishing financial eligibility for the various programs administered by the Department of Social Services. Employees may also supervise a unit providing special services to public assistance recipients. Supervision is exercised over a group of Social Welfare Examiners and clerical employees. The work is performed under the supervision of a Principal Social Welfare Examiner or a Case Supervisor. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as a working supervisor over a group of Social Welfare Examiners and clerical employees;
Assigns work to, and reviews the work of, subordinate employees;
Signs authorization forms after verifying information for each individual case;
Confers with subordinates on problem cases;
Implements established Federal, State and local policies, programs, rules and regulations;
Approves referral of clients to social services section for services;
Assists supervisor in examining each case for which a fair hearing is requested, and determines existing problem and possible resolution;
Ensures that the correct rules and procedures are applied in the determination and application of both categorical and financial guidelines;
Assists supervisor in establishing necessary controls for determining staff performance and makes necessary performance evaluations;
May make home visits.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of Federal, State and local social services laws and programs, as they affect eligibility for financial assistance and money payments; good knowledge of other laws, as they affect eligibility such as Workers' Compensation, Social Security and Unemployment Insurance; ability to plan and supervise the work of subordinate employees; ability to work effectively with others; ability to analyze facts obtained, and use facts in making judgments regarding eligibility; ability to understand and follow directions.

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MINIMUM QUALIFICATIONS: Either:

- (A) Successful completion of sixty (60) semester credit hours at a regionally accredited or NYS registered college or university, of which at least thirty (30) credit hours were completed in social work, sociology, psychology or a related field** **AND** two (2) years of experience in social service-type programs examining, investigating, or evaluating claims and/or complaints for assistance, veterans, or unemployment benefits or a similar social service-type program operating under established criteria for eligibility; **OR**
- (B) Successful completion of thirty (30) credit hours at a regionally accredited or New York State registered college or university, of which at least fifteen (15) credit hours were completed in social work, sociology, psychology or a related field** **AND** three (3) years of experience examining, investigating, interviewing, or evaluating claims and/or complaints; or in customer service*.

***Customer Service:** Cashier experience will not be acceptable as a qualification.

****Related Field:** May include the fields of business, criminal justice

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner. The incumbent must possess a valid New York State driver's license at time of appointment and must maintain license throughout appointment.

Adopted: 01/28/82

Revised: 07/11/90, 08/27/91, 12/22/95, 02/16/96, 09/19/96, 03/21/07, 02/11/08