



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY_{NY}
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

SENIOR SOCIAL WELFARE EXAMINER -PROVISIONAL

SALARY: \$42,097

DEPARTMENT: SOCIAL SERVICES

LAST FILE DATE: 7/10/2024

DISTINGUISHING FEATURES OF THE CLASS: The work involves monitoring and assisting a group of Social Welfare Examiners who establish financial eligibility for the various programs administered by the local social services district, or verify eligibility which includes reviewing the initial financial eligibility determinations. The incumbent, depending on the workload of the unit, can have variable roles, both in overseeing the work of Examiners or a section, and in performing eligibility related functions. The work is performed under general supervision of a higher level Examiner in accordance with prescribed policies and procedures. Direct supervision is exercised over Social Welfare Examiners and clerical support staff. Does related work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County. **Please provide a copy of your driver's license (front and back) for proof of residency.**

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

PROMOTIONAL QUALIFICATIONS:

Must be permanently employed in the Montgomery County Department of Social Services and must have served continuously on a permanent basis for one (1) year preceding the date of the written examination as a Social Welfare Examiner.

MINIMUM QUALIFICATIONS:

Three years' experience in examining, investigating or evaluating claims for assistance, veterans, or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

NOTE: Study in a regionally accredited college or university or one registered by New York State or a business school registered by New York State may be substituted for two years of the experience on a year for year basis.

Provisional appointment pending the successful completion of the Civil Service exam and being reachable on the resulting list

Applications are available online at: www.co.montgomery.ny.us. Completed applications must be received by the last file date.