



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY_{NY}
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

FINANCIAL RESOURCE RECOVERY COORDINATOR-PROVISIONAL

SALARY: \$41,495

DEPARTMENT: SOCIAL SERVICES

LAST FILE DATE: 07/01/2025

DISTINGUISHING FEATURES OF THE CLASS: This position involves work relating to the protection and recovery of Montgomery County's financial assets. The incumbent is responsible for work recovering financial resources from social services benefit recipients or contract vendors, acquired fraudulently or in error, by gathering additional information concerning the allegations to determine if further investigation is warranted. The work also involves responsibility for completion of paperwork for collecting and tracking payments owed to the Department of Social Services due to overpayment of benefits, fraud, and for any other outstanding finances due relative to the entitlement programs. Incumbent performs 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

MINIMUM QUALIFICATIONS: Either:

- A. Completion of a minimum of 60 college credits at a New York State or regionally accredited college or university; or
- B. Graduation from high school or possession of a high school equivalency diploma and two 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.
- C. Any equivalent combination of training and experience as outlined by the limits of A and B above.

****Provisional Appointment pending successful completion of the civil service examination and being reachable on the list****

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