Human Resources
Personnel ◦ Civil Service ◦ Employee Benefits

MONTGOMERY
COUNTY NY
Made of Something Stronger

Nicole Yaggle
Personnel Officer

SOCIAL WELFARE EXAMINER (HELP PROGRAM)

SALARY: $42,740

DEPARTMENT: SOCIAL SERVICES

LAST FILE DATE: 11/23/2026

DISTINGUISHING FEATURES OF THE CLASS: Determines financial eligibility for the various programs administered by a local social services district and recommends amounts of assistance in accordance with established policies and procedures. May perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social services district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the direct supervision of a higher ranking Examiner who is required to give final authorization to determinations made. Incumbents perform 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 currently employed in the Montgomery County Department of Social Services and have 36 months permanent competitive service in a grade B or C clerical title.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS: 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.

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

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