



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

-
- TITLE:** **SOCIAL SERVICES WORKER (ANTICIPATED VACANCY)**
(Provisional* Appointment)
- SALARY:** \$22.51/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.
- LOCATION:** Essex County Department of Social Services, Elizabethtown
- BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 35 Hour work weeks (Monday-Friday).

JOB SUMMARY: This position exists in the Department of Social Services and involves responsibility to participate in the delivery of financial service programs including Public Assistance, Medical Assistance, Food Stamps, and Child Support Enforcement Services. The work is performed in accordance with State and Federal regulations and department policy and involves responsibility in determining financial eligibility, investigations, in-depth interviewing, recommending amounts of assistance, frequently under stressful conditions, making appropriate referrals, and the processing and maintenance of a variety of forms and records. In addition, the incumbents may represent the department in court as custodian of record to ascertain the completeness of records. Depending upon unit and/or assignment, work is performed under the direct or general supervision of a higher-level employee with leeway allowed in the performance of work assignments. Supervision is not normally a function of the class. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of an Associate's Degree; or
- (b) Graduation from high school or possession of a high school equivalency diploma AND two years of full-time paid (or the equivalent part-time and/or volunteer) experience in providing Human Services or Customer Service to the public.
- (c) An equivalent combination of training and experience as defined within the limits of (a) and (b) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee."

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Residency Requirement: There is no residency requirement.

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date of the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: March 20th, 2024

Application Deadline: April 1st, 2024

*The term *provisional* means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer