



***Seneca County***  
***Personnel Department***

1 DI PRONIO DRIVE  
WATERLOO, NEW YORK 13165

**Kathy Corona**  
Personnel Officer

**JoLyn Yochum**  
Personnel Technician

Tel: 315-539-1710  
Fax: 315-539-1658

**TO: ALL APPLICANTS APPLYING FOR SOCIAL WELFARE EXAMINER**

**FROM: SENECA COUNTY PERSONNEL DEPARTMENT**

**SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION**

Please be advised that we are accepting applications for this title on a continuous basis. When applying for this title, please indicate the jurisdiction(s) (Towns, Villages, Schools or Seneca County) that you wish your application to be sent on the online application.

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

**GENERAL STATEMENT OF DUTIES FOR SOCIAL WELFARE EXAMINER:**

Determines financial eligibility for the various programs administered by a local human services district and recommends amounts of assistance in accordance with established policies and procedures; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:**

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 service district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the supervision of a higher ranking Social Welfare Examiner, except in smallest agencies where work is supervised by a high ranking administrator.

**TYPICAL WORK ACTIVITIES: (Illustrative Only):**

Reviews the certification form to determine that all statements are complete and consistent with every other item of information provided;

Where necessary for clarification or completion of certification forms, asks applicant appropriate questions and makes necessary additions or corrections on the forms;

Makes an evaluation of applicant's financial eligibility for assistance, may determine initial categorical eligibility and evaluates available resource details in relation to financial eligibility;

Prepares and computes budget for the applicants;  
Advises applicant of the eligibility determination, the amount of assistance, and when the first grant can be expected;  
Advises the applicant about the program under which he is eligible for assistance and any documentation or additional information which is necessary for final program classification;  
Recommends emergency grants as needed;  
Makes redeterminations of financial eligibility;  
Explains the validation process to the applicant;  
Advises the applicant about his duty to keep the agency informed of any change in status which may affect his/her eligibility for assistance;  
Informs applicants about the range of services in the agency;  
If mandatory, or requested by applicant or client, or need for services is indicated, refers applicant to social services section, or to other specialists, such as resources, housing, employment, legal, medical, etc.;  
Makes referrals for full field investigation where presumption of fraud is indicated.

**OVER →**

**FULL KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance and money payments; familiarity with other laws as they affect eligibility, such as Worker's Compensation, Social Security and Unemployment Insurance, ability to deal effectively with others; ability to analyze facts obtained and use facts in making judgments regarding eligibility; ability to understand and follow directions; good powers of observation and perception; initiative; tact; judgment; emotional maturity and physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Two (2) years of 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 the experience on a year for year basis.

**PROMOTIONAL QUALIFICATIONS:**

One year of permanent competitive status in a senior level clerical position or two years of permanent competitive status in an entrance level clerical position.