

Essex County Announces

DIRECTOR OF ELIGIBILITY PROMOTION

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information contact
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street - P.O. Box 217
Elizabethtown, New York 12932 Tel: 873-3360

VACANCY: ESSEX COUNTY DEPARTMENT OF SOCIAL SERVICES
SALARY: \$28.89/hr (hired prior to 1/09) \$26.00/hr (hired after 1/09)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing supervisory, administrative and technical support to an eligibility work unit engaged in determining initial and continuing eligibility for multiple public assistance programs. The incumbent is responsible for coordinating, supervising and managing the performance and activities of all employees in the eligibility and income maintenance division as well as the functions of the security officers and reception area personnel. Work is performed under the general supervisor of the Commissioner of Social Services. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: PROMOTION: Either:

- (a) Two years of full-time permanent competitive status as a Head Social Services Worker in the Essex County Social Services Department; or
- (b) Four years of full-time permanent competitive status as a Social Services Manager or Coordinator of Child Support Enforcement in the Essex County Social Services Department.

**LAST DATE TO FILE FOR PROVISIONAL PROMOTIONAL
APPOINTMENT IS AUGUST 18, 2017**

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION.

PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO FINGERPRINT BACKGROUND CHECK, DRUG AND ALCOHOL SCREENING AND TESTING, AS WELL AS A PRE-EMPLOYMENT PHYSICAL.

FOR APPLICATIONS AND INFORMATION, CONTACT THE ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE, ELIZABETHTOWN, NY 12932.

08/09/2017