Essex County NY

Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously

Michael Mascarenas
County Manager

Stephen McNally
Chairman of the Board

TITLE: **SOCIAL SERVICES WORKER-*2 Vacant Positions***

SALARY: $24.91/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 37 ½ 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.

Residency Requirement: There is **no** residency requirement.

(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

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*

Additional Information: *As part of the NYS Department of Civil Service HELPS Program, this title has been approved without the need to take an exam for the period ending* ***June 30th, 2028****. Candidates appointed permanently to this title will not need to take the Civil Services Exam and will remain in their position even when the HELPS Program ends.*

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: **October 20th, 2026**

Application Deadline: **October 30th, 2026**

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