

Essex County Announces

A vacancy for a SOCIAL SERVICES WORKER

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
www.co.essex.ny.us/jobs.asp

VACANCY: Essex County Dept. of Social Services

SALARY: \$18.96/Hr.

****Current employees hired PRIOR to 2009, please contact the Personnel Office for rate of pay****

DISTINGUISHING FEATURES OF THE CLASS: 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) Graduation from a regionally accredited or New York State Registered two-year college or university with an associate 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.

**LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
OCTOBER 4th, 2021**

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.

09/22/2021