

St. Lawrence County Government  
Position Advertisement Form

St. Lawrence County Department of Social Services is in search of:

**Social Welfare Examiner (TEMP)**

Pay: \$21.96/hr

**Duties of the position:** This position involves responsibility for determining financial eligibility for the various programs administered by the local social services district and/or recommending amounts of assistance in accordance with established policies and procedures. Incumbents perform a combination of assignments in connection with determining financial eligibility, categorical classifications, continued financial eligibility, and income maintenance. The work involves the review and evaluations of applications and direct interviews with applicants. Social Welfare Examiners use computer terminals (CPT's) as an integral part of the performance of the duties, by inputting and extracting confidential financial, resource and Third Party payer information. This position requires considerable knowledge of the different department computer systems, but does not include computer programming. The Examiner is responsible for evaluation and interpreting confidential information. Work is performed under the general supervision of a higher ranking Social Welfare Examiner with an emphasis on the exercise of independent judgment in planning and carrying out the details of the work according to prescribed rules and procedures. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Completion of two (2) years (60 semester hours) of study in a regionally accredited or New York State registered college or university; **OR**
- (B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and two (2) years of experience in examining, investigating or evaluating claims for assistance, Veteran's or unemployment benefits, insurance or similar program operating under established criteria for eligibility.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications accepted until the position is filled.

**You can apply online at <https://stlaw-portal.mycivilservice.com>.**

Applications can also be obtained from the St. Lawrence County's website, <https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources

(315)379-2210.

Send application to:

St. Lawrence County Human Resources Office  
48 Court Street  
Canton, NY 13617  
**AA/EEO**

08/18/2023