

St. Lawrence County Government
Position Advertisement Form

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

COMMUNITY SERVICES WORKER

Salary: \$39,714 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

This position involves responsibility for the performance of non-professional functions in the Social Services Department. The incumbent assists staff members and clients by performing support services relating to determining financial eligibility for the various programs administered by the local social services districts and the delivery of services. The work is performed under general supervision with some latitude allowed for exercising independent judgment in carrying out assignments. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma and one (1) year of experience in a non-professional position supporting social services programs in a public or private agency.

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 received until the position is filled. Send application to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617

Applications can be obtained from the St. Lawrence County's website, <https://stlaw-portal.mycivilservice.com> or by contacting Human Resources (315)379-2210. AA/EEO

05/22/24