

## SENIOR SOCIAL WELFARE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This is an experienced worker position involving responsibility for the supervision of a group of Examiners in the interpretation and application of Social Service rules and regulations. Work is performed under the general supervision of a Supervising Examiner. Direct supervision is exercised over Examiners and a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews documents, budgets, and other materials completed by workers for completeness and accuracy and authorizes payment of assistance grants;  
 Trains team members in interpretation and application of departmental policy;  
 Confers with superiors on problem cases for interpretation of departmental policy;  
 Assists in staff member evaluation and in team personnel matters;  
 Answers subordinates' questions concerning problems and emergency cases or interpretation of departmental policy;  
 Interviews individuals who are having difficulties with normal procedures;  
 Assists in preparation of statistical reports and surveys;  
 Deals with outside agencies concerning client information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of Federal, State, and Local Social Service laws and programs as they affect eligibility for financial assistance and money payments; ability to deal effectively with others; ability to analyze facts obtained and use facts in making judgments regarding eligibility; ability to understand and follow directions; good powers of observation and perception; emotional maturity; physical condition commensurate with the demands of the position.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time paid experience, or its part-time equivalent, in examining or evaluating claims for assistance, veterans, or unemployment benefits, medical insurance or a similar program operating under established criteria for eligibility.

NOTE: Study in a regionally accredited college or university or one registered by New York State or a business school registered by New York State may be substituted for two (2) years of the experience on a year-for-year basis.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

APPROVED: February 8, 1991

REVISED: April 5, 2019

CIVIL SERVICE CLASSIFICATION: COMPETITIVE