

Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 01/17/2020  
Approved by NYS OTDA: 12/23/1996

### **PRINCIPAL SOCIAL WELFARE EXAMINER**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class perform responsible work in planning, coordinating and supervising the activities of a service office or unit within the Income Maintenance Division. Duties while similar to those of a Senior Social Welfare Examiner are broader in scope, are performed with more independence, involve a greater variety of related functions and require the exercise of supervision over a greater number of subordinates. The work is performed under the general supervision of a higher-level examiner or the Director of Income Maintenance. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Plans, coordinates, supervises and manages the activities within assigned area of responsibility;

Supervises the dissemination of food stamp information throughout the County at outreach sites and informational booths at various functions;

Assists in the formulation of policies and procedures which relate to financial eligibility;

Supervises food stamp functions such as certification for eligibility, preparation and issuance of food stamp cards, banking activities and issuance of food stamps;

Establishes necessary controls for determining eligibility and in securing available resources for clients in the medical assistance unit;

Reviews mandated rules and regulations that affect assigned unit;

Confers with subordinates regarding problem cases;

Reviews recommendations made by lower-level examiners and approves or disapproved them;

Approves referral of clients to social service section for services;

Maintains cooperative relationships with other units and sections of the agency, through administrative channels;

Maintains contact with community groups and other agencies in area of responsibility.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of Federal, State and local social services law and programs as they affect eligibility for financial assistance; thorough knowledge of the agency's overall programs, policies and procedures; good knowledge of other laws and programs which may affect eligibility, such as Worker's Compensation, Social Security and Unemployment Insurance; good knowledge of modern principles of supervision; ability to communicate and work effectively with others; ability to plan, coordinate, manage and supervise the work of others, and to evaluate their performance; ability to prepare reports.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Successful completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university, **AND** three (3) years of experience in examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits or a similar program operating under an established criteria for eligibility; one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** five (5) years of experience in examining, investigating, or evaluating claims for assistance, veterans, or unemployment benefits or a similar program operating under established criteria for eligibility; one (1) year of which shall have been in a supervisory capacity.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

Adopted: 01/28/1982

Revised: 07/11/1990; 08/27/1991; 09/23/1996; 01/17/2020