



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Social Services Worker - Continuous Recruitment

PAY RATE: \$20.03 - \$24.53

DEPARTMENT/DIVISION: Varies

WORK LOCATION: Lockport or Niagara Falls (must be willing to work in either location)

STATUS: Provisional

DESCRIPTION: This is a technical position in the Department of Social Services. Incumbents in this class 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 regulations and department policy and involves investigations; in-depth interviewing, 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 some leeway allowed in the performance of work assignments. Supervision is not normally a function of the class; however, this class may act as a technical resource in a specialized area. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one of the following:

1. Completion of sixty (60) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

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2. Two (2) years of paid experience in examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits, insurance, or a similar program operating under established criteria for eligibility; OR

3. Two (2) years of paid experience in a human services agency identifying client problems and referring clients to appropriate resources; OR

4. Two (2) years of paid general clerical or office experience.

NOTE:

1. Clerical experience involves the performance of routine office tasks, such as keeping records and accounts, correspondence, recording/entering and retrieving data and/or information, in accordance with prescribed procedures.

Cashier and bank teller experience is not accepted;

2. Part-time experience will be pro-rated.

Provisional Appointment: Successful candidates will be required to take a Civil Service exam and be among the top three candidates in order to qualify for permanent appointment.

DATE POSTED: **7/11/2022** DEADLINE: **12/31/2022**

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

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