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ISSUED ON 04/25/2016

GREENE COUNTY CIVIL SERVICE
411 Main Street, 3rd Floor, Catskill, NY 12414
518-719-3253 -- www.greenegov.com

Announces a
PROMOTION EXAMINATION FOR
SENIOR SOCIAL WELFARE EXAMINER
EXAM NO: 71525

REFER TO GENERAL INFORMATION ON REVERSE SIDE BEFORE COMPLETING APPLICATION

LAST FILE DATE: MAY 23, 2016
(Postmarked no later than 05/23/16)

EXAMINATION DATE: JUNE 25, 2016

SENIOR SOCIAL WELFARE EXAMINER: This is a promotional examination. This list will be used to fill future vacancies within the Greene County Department of Social Services. This examination is open to all qualified employees of that department. Seniority points (see below) will be added to the eligibles score.

PROMOTION QUALIFICATIONS: One (1) year of permanent competitive status as a Social Welfare Examiner.

SALARY RANGE: \$18.40 - \$25.86 per hour

NON-REFUNDABLE FILING FEE: A \$15.00 check or money order must be submitted with your application. **Cash Not Accepted**

EXAMPLES OF WORK: (Illustrative only)

Reviews documents available in the agency's files to verify eligibility and/or to determine the additional action necessary to certify eligibility; Contacts cooperating agencies to verify client's eligibility; Makes field visits, when necessary, to verify relevant information; Obtain written or recorded documentation in cases of possible ineligibility; Prepares and presents written summaries of cases at administrative or judicial proceedings as required; Interviews applicants and recipients, and, as needed, collateral contacts re-documentation of eligibility for public assistance; Reports findings of investigation; makes recommendations for proper disposition of cases reviewed; Prepares required statistical reporting; Assists in the formulation of corrective actions policies and procedures; Serves as a working supervisor and manages a caseload as indicated upon direction; or supervises a unit or section of social welfare examiners or other agency staff as directed; Reviews social welfare examiner's recommendation and approves or disapproves it; Approves referral of clients to social services section for services; Assists in the formulation of policies and procedures and interprets federal, state and local policies and programs; Establishes necessary controls for determining staff performance and makes necessary performance evaluations.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. INTERPRETING AND APPLYING WRITTEN SOCIAL WELFARE PROGRAM MATERIALS, AND USING BASIC ARITHMETIC IN DETERMINING ELIGIBILITY FOR ASSISTANCE: You will be presented with written passages related to Social Services policies and procedures and be asked to interpret their meaning and/or apply this material to hypothetical case situations. Secondly, you will be given sets of written instructions and regulations regarding such Social Services programs as cash assistance, medical assistance, and food stamps.

You must read and understand the instructions given, including schedules of arithmetic figures, and apply these instructions to hypothetical case problems. Some questions require using arithmetic to compute the correct amount of assistance.

Previous knowledge of Social Services programs or the eligibility process is not required.

2. PREPARING WRITTEN MATERIAL: These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

3. SUPERVISION: These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational questions format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

4. INTERVIEWING: You must apply principles and techniques of interviewing to such problems as asking and answering questions, explaining requirements and helping the client understand his or her responsibilities, helping the client feel at ease, structuring and controlling the interview, reacting appropriately to inconsistencies, dealing with a variety of feelings of clients, maintaining confidentiality, and identifying the need for and making appropriate referrals. In addition, some questions may deal with contacting or interacting with other community organizations and agencies to benefit the client or the general public.

A Guide for the Written Test for Social Welfare Examiner is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request a copy of the test guide from the Greene County Civil Service Department located at: 411 Main Street, 3rd Floor, Catskill, NY 12414.

****THE USE OF A CALCULATOR IS ALLOWED FOR THIS EXAMINATION****

*******SENIORITY POINT SCHEDULE: ONE POINT FOR EACH CREDITABLE FIVE YEAR PERIOD*******

Less than 1 year	0 POINTS	Over 11 Years up to 16 Years	3 POINTS
1 Year to 6 Years	1 POINTS	Over 16 Years up to 21 Years	4 POINTS
Over 6 Years to 11Years	2 POINTS	Over 21 Years up to 26 Years	5 POINTS