

PLEASE POST CONSPICUOUSLY

ISSUED 3/11/13

STATE NO. 66016  
LOCAL NO. 2008

WASHINGTON COUNTY DEPARTMENT OF PERSONNEL  
County Municipal Center  
Fort Edward, New York 12828  
Telephone 746-2250

EXAMINATION FOR  
**SOCIAL WELFARE EXAMINER**

**AN APPLICATION FEE OF \$10.00 MUST ACCOMPANY YOUR APPLICATION FOR THIS EXAMINATION**

DATE OF EXAMINATION  
JUNE 15, 2013

APPLICATIONS ACCEPTED UP TO  
APRIL 26, 2013

VACANCIES: At present there are no vacancies in the Washington County Department of Social Services, Fort Edward, New York. This examination is also being held to establish an eligible list for future vacancies which may occur during the life of the list.

STARTING SALARY: \$16.00/hr.

APPLICATION FEE: **There is a NON-REFUNDABLE FEE of \$10.00 for this examination. (DO NOT SEND CASH). The required \$10.00 fee must accompany your application. AS NO REFUND WILL BE MADE, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you are clearly qualified. ALL CHECKS AND/OR MONEY ORDERS SHOULD BE MADE PAYABLE TO WASHINGTON COUNTY TREASURER! If applying in person, please remit payment DIRECTLY to the Treasurer’s office, Building B, 2<sup>nd</sup> floor.**

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or public assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a “Request for Application Fee Waiver and certification” form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.**

**CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF WASHINGTON COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.**

DUTIES: Determines financial eligibility for the various programs administered by a local social services district and recommends amounts of assistance in accordance with established policies and procedures. Incumbents perform a combination of assignments in connection with determining financial eligibility, categorical classification, continued financial eligibility, and income maintenance. The work involves the review and evaluation of applications and direct interviews with applicants. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test. Either:

- A) Completion of two years (60 semester hours) of study in a regionally accredited or New York State registered college or university; OR
- B) Graduation from high school or possession of a GED and two years of full-time 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.

Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.

NOTE: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

SPECIAL REQUIREMENT: Possession of a valid New York State driver’s license is required at time of appointment.

NOTICE TO CANDIDATES: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Cell phones & devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited.

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.

(OVER)

## SOCIAL WELFARE EXAMINER (Continued)

**2. RECORDING CASE NOTES** – You will be given several sentences from a typical case report paragraph and one additional sentence. You must determine the best place in the paragraph to put the additional sentence in order to make the report coherent and meaningful.

**3. 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.state.ny.us/testing/localtestguides.cfm](http://www.cs.state.ny.us/testing/localtestguides.cfm) . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**NOTICE TO CANDIDATES:** Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Cell phones & devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited.

**VETERANS CREDITS**

Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

"In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established."

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

This written examination is announced and will be rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law, Rules and Regulations dealing with the rating of examinations will apply to this examination.

If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must NOTIFY Washington County Civil Service Department of your intent to take both a State and local examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination call (518) 746-2250.

Saturday Sabbath Observers - Handicapped Persons: If special arrangements for testing are required, indicate this on your application form.

**WHERE TO APPLY:** Obtain Examination Application and Application Fee Waiver and Certification Forms by mail or in person at the Washington County Department of Personnel, County Municipal Center, Fort Edward, NY 12828. Telephone (518)746-2250. You may also download either application by going online at: [www.co.washington.ny.us](http://www.co.washington.ny.us) .

LAST FILING DATE: APRIL 26, 2013

EXAMINATION DATE: JUNE 15, 2013

PLACE: To Be Announced TIME: 8:30 O'CLOCK A.M.

WASHINGTON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, DISABILITY, MARITAL STATUS, OR MILITARY STATUS. <http://www.co.washington.ny.us>