

SUPERVISING SOCIAL SERVICES EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, coordinating, supervising, and managing the performance and activities of a section which determines financial eligibility for the various programs administered by the County Department of Social Services. Duties, though similar to those of subordinate positions beyond the entry level in the social services examiner series, are broader in scale, are performed with more independence, and involve a greater variety of related functions and the exercise of supervision over a greater number of subordinates. Work is performed under the general supervision of the Commissioner of Social Services or Director of Administrative Services. A Supervising Social Services Examiner does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in the formulation of local policies and procedures which relate to financial eligibility for the various programs administered by the local social services districts;
- Interprets Federal, state, and local policies and programs as they relate to financial eligibility;
- Plans, coordinates, supervises, and manages activities within assigned area of responsibility;
- Establishes necessary controls for determining staff performance and makes necessary performance evaluations;
- Maintains cooperative relationships with other units and sections of the agency;
- Maintains contact with community groups and other agencies in area of responsibility.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of Federal, state, and local social services laws and programs as they affect eligibility for financial assistance; comprehensive knowledge of agency's overall programs, policies, and procedures; thorough knowledge of other laws and programs which may affect eligibility, such as workmen's compensation, social security and unemployment insurance; thorough knowledge of modern principles of supervision; ability to communicate and deal effectively with others; ability to plan, coordinate, manage, and supervise the work of others and to evaluate their performance; ability to prepare reports; initiative; tact; judgement; leadership; emotional maturity; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: One (1) year of permanent competitive status as a Principal Social Services Examiner; or two (2) years of permanent competitive status as a Senior Social Services Examiner.

OPEN COMPETITIVE: Five (5) years experience in examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits, insurance, or a similar program operating under established criteria for eligibility, one (1) year of which has been in a supervisory capacity.

NOTE: Study in a regionally accredited college or university or one registered by New York State or a New York State registered business college may be substituted for the general experience, but not for the supervisory experience, on a year for year basis.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 9/5/79