



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: _____ **POSTING DATE*:** FROM: _____ TO: _____

JOB TITLE: _____

RATE OF PAY: _____

LOCATION: _____

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

APPLICATION DEADLINE / LAST FILING DATE*: 5/1/2026 or until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

PRINCIPAL SOCIAL WELFARE EXAMINER

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Possession of an Associate's Degree, or higher, AND two (2) years of full-time paid experience, or its part-time equivalent, examining or evaluating claims for assistance, veterans or unemployment benefits, insurance or a closely related program operating under established criteria for eligibility; one (1) year of which must have been in a supervisory capacity; OR
2. Graduation from high school or possession of a high school equivalency diploma AND four (4) years full-time paid experience, or its part-time equivalent, as described in (1) above; one (1) year of which must have been in a supervisory capacity; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SUBSTITUTION – GENERAL EXPERIENCE ONLY: Additional college or university study may be substituted for up to three (3) years of the general experience on a year-for-year basis. There is no educational substitution for the supervisory experience requirement.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving the responsibility for the interpretation and compliance with Social Service rules and regulations within the Temporary Assistance and Medicaid units of the Department of Social Services. Supervision is exercised over a group of Senior Examiners, Examiners, and clerical staff. The employee is under the general supervision of a Deputy Commissioner of Social Service. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews documents, budgets, and other materials completed by Examiners for completeness and accuracy and authorizes payment of assistance grants;
 Assists in implementing local policies and procedures which relate to financial eligibility for the Ontario County residents;
 Interprets Federal, State and local policies and programs as they relate to financial eligibility;
 Trains Examiner trainees on-the-job in the interpretation and application of departmental policy;
 Confers with superiors on problem cases for interpretation of departmental policy;
 Supervises and evaluates staff members and deals with related personnel work, including monitoring work assignments, workflow and production within assigned areas of responsibility; establish necessary controls for determining staff performance and make necessary performance evaluations;
 Provides direct supervision over the work of Senior Examiners;
 Answers subordinates' questions concerning problems and emergency cases on interpretation of departmental policy;
 May interact with clients on complex cases;

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PRINCIPAL SOCIAL WELFARE EXAMINER

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Prepares statistical reports and surveys;
Attends Fair Hearings as needed;
Deals with outside agencies concerning client information;
Maintains collaborative and cooperative relationships with outside agencies and other county departments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of Federal, State, and local Social Services Laws and programs as they affect eligibility for financial assistance payments;
Familiarity with other laws as they affect eligibility such as Workers' Compensation, Social Security, and Unemployment Insurance;
Ability to effectively communicate in English, orally and in writing;
Ability to deal effectively with others;
Ability to maintain professionalism and courtesy, even during difficult situations;
Ability to analyze facts obtained and to use facts in making judgments regarding eligibility;
Good powers of observation and perception;
Good conflict resolution skills
Emotional maturity;
Physical condition commensurate with the demands of the position.

APPROVED: FEBRUARY 8, 1991

REVISED: 12/5/19; 8/29/22; 6/18/25

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: ONTARIO COUNTY DEPARTMENT OF SOCIAL SERVICES

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES