

**PROMOTIONAL OPPORTUNITY FOR CURRENT CHAUTAUQUA COUNTY EMPLOYEES ONLY!!!!**

**PRINCIPAL SOCIAL WELFARE EXAMINER  
CHAUTAUQUA COUNTY DEPARTMENT OF MENTAL HYGIENE AND SOCIAL SERVICES  
Salary Range: \$29.57 - \$38.86/Hour + Benefits @35 hours/week**

The Chautauqua County Department of Mental Hygiene and Social Services is currently accepting applications to fill one Full-Time Principal Social Welfare Examiner position in the Jamestown, NY office and one (1) Full-Time Principal Social Welfare Examiner position in the Dunkirk, NY office. This is an administrative position and depending upon the examining workload and the organizational structure of the agency, may supervise a group of examiners and senior examiners or a unit or a section responsible for determining financial eligibility for the various programs administered by the local social services district. Duties, though similar to those of a senior social welfare examiner, are broader in scale, are performed with more independence and involve a greater number of subordinates. Work is performed under the general supervision of the Director of Social Services or Director of Administrative Services if assigned to the Validation Section. Does related work as required

**Typical Work Activities:**

- Assists in the formulation of policies and procedures that relate to financial eligibility;
- Interprets federal, state and local policies and programs as they relate to financial eligibility;
- Plans, coordinates, supervises and manages the activities within assigned area of responsibility;
- Establishes necessary routines for gauging team performance and makes necessary assists in interpretation of results;
- Reviews recommendations made by lower-level examiners and facilitates implementation and improvement;
- Maintains cooperative relationships with other units and sections of the agency, through administrative channels;
- Maintains contact with community groups and other agencies in area of responsibility.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

**Chautauqua County Offers A Comprehensive Benefits Package Which Includes:**

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|---|-----------------------------|
| - Health Insurance (including Dental & Vision plan)       | - 13 Paid Holidays          |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time      |
| - Personal Days   |                             |
| - NYSLERS Pension   | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness    | - Wellness Program          |

**Minimum Qualifications:** Permanently employed in the competitive class in a Chautauqua County Department or agency and must be serving and have served continuously on a permanent basis as a Senior Social Welfare Examiner for two (2) years or as a Support Officer for one (1) year.