



Our Future Starts
With *you!*

POSITION: Eligibility Examiner I

DEPARTMENT: Social Services

SALARY: \$42,821—\$47,217

WORK LOCATION: 162 Washington Ave, Albany, NY 12210

HOURS: 8:30am—4:30pm M—F ****Remote Work Not Available****

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

RESPONSIBILITIES:

This is an entry-level worker who learns the basic state eligibility criteria to determine eligibility of applicants seeking Public Assistance, Medicaid, Food Stamp and/or HEAP benefits. This level Examiner undergoes intensive training to develop the necessary skills in applying the appropriate knowledge, skills and abilities in these several programs which are needed in addressing a client's eligibility for assistance as well as in providing direction in methods necessary for the client to become self-sufficient. The work requires a comprehensive review and evaluation of applications, records and documents obtained from the applicant and collateral sources. This position requires in-person interviews with clients.

MINIMUM QUALIFICATIONS: *EITHER:*

- A. Graduation from a regionally accredited or New York State registered college or university with at least an Associate's degree; OR,
- B. Graduation from High School or possession of a GED and two (2) years of experience in examining, investigating, or evaluating claims for public assistance or benefits against a set of established criteria.

POINT OF CONTACT FOR INQUIRIES:

Elizabeth Lyons, DSS Personnel Administrator

Elizabeth.lyons@albanycountyny.gov

With this application please upload: a Resume, Transcript, Licenses, and Three References.

