



Our Future Starts
With *You!*

POSITION: Eligibility Clerk (HELPS)

DEPARTMENT: Albany County Social Services

SALARY : \$36,050

WORK LOCATION & HOURS: 162 Washington Ave, Albany, NY 12210, 8:30A-4:30P M-F

BENEFITS:

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

DESCRIPTION:

This is an entry-level worker who performs moderately complex eligibility clerical support functions to assist programs and/or administrative staff in determining the possible eligibility of applicants for various Federal and State funded programs. An incumbent is expected to learn applicable program regulations, policies and procedures to relieve superiors of the more routine tasks and support functions associated with the eligibility process, including face-to-face contact with applicants, to provide information about programs as well as gather information relating to cases. Work also includes using a variety of database management systems such as the State's Welfare Management System and other departmental databases to gather case information or information to support case processing and management, reporting and tracking. This level is distinguished from Eligibility Examiner I in that only the Eligibility Examiner I or higher-level eligibility staff has the authority to make eligibility determinations and redeterminations, compute and authorize clients' budgets, and open, close or reopen cases.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

Please submit a resume and three (3) professional references with this application.

POINT OF CONTACT FOR INQUIRIES:

Elizabeth.lyons@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

