



Our Future Starts  
With *you!*

**POSITION:** Eligibility Examiner I (HELPS)

**DEPARTMENT:** Albany County Department of Social Services

**SALARY:** \$45,428

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

**BENEFITS:**

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

**DESCRIPTION:**

Albany County Department of Social Services is seeking applications to fill Eligibility Examiner I vacancies in Reception, Temporary Assistance, Employment/Daycare and Fair Hearings, SNAP/HEAP and Medicaid Divisions. 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:**

- Graduation from a regionally accredited or New York State registered college or university with at least an Associate's degree; OR,
- 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.

**Please submit a resume and transcript with this application.**

**POINT OF CONTACT FOR INQUIRIES:**

DSSInquiries@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.

