

# HERKIMER COUNTY

## JOB OPENING

**Department:** Social Services

**Title:** Social Welfare Examiner (HELP Program)  
*Permanent Opening, Full Time Position*

**Salary:** \$39,262.00 (2025 base pay rate)

This position may be filled from a certified list of eligibles or with exception that a person may be eligible for promotion, transfer or reinstatement according to civil service rules.

**DISTINGUISHING FEATURES OF THE CLASS:** May perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social service district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the supervision of a higher-ranking Social Welfare Examiner, except in smallest agencies where work is supervised by a high-ranking administrator.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

**PROMOTION:** One year of permanent competitive status in a senior level clerical position OR two years of permanent competitive status as a Community Service Worker or in an entrance level clerical position.

**OPEN-COMPETITIVE:** Two years experience in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility or in customer service\*.

\*Cashier experience will not be acceptable as customer service

**NOTE:** Study in a regionally accredited college or university or one registered by New York State or a business school registered by New York State may be substituted for the experience on a year-for-year basis.

**CONTACT**

for further information: Timothy Seymour, Commissioner of Social Services  
Herkimer County Department of Social Services  
301 N. Washington Street, Ste 2110  
Herkimer, NY 13350  
315-867-1222

Please Post for 10 Working Days (8/11/2025 through 8/22/2025)