

RESOURCE ASSISTANT Tompkins County

Classification: Competitive

Labor Grade: 12

Approved: 0

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and **EITHER:**

- (a) Two years of experience in a public welfare agency as a Social Welfare Examiner; **OR**
- (b) Two years of Administrative supervisory or senior level clerical experience which must have involved credit investigation, insurance underwriting, title searching, credit risk investigation or loan approval; **OR**
- (c) Two years of experience in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, one year of which must have been in a supervisory capacity; **OR**
- (d) Graduation from a regionally accredited or New York State registered two-year college with an Associates Degree in accounting, business administration, public administration or a closely related field; **OR**
- (e) Any equivalent combination of training and experience as described in (a), (b), (c), and (d) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for overseeing and participating in the investigation of the financial resources of applicants for and recipients of all public assistance programs. The work involves investigating financial resources, assisting in the handling of assigned properties and acting as consultant to other department staff. The work is performed under the direct supervision of the Head Social Welfare Examiner according to a prescribed routine with wide latitude for the exercise of independent judgment within the confines of Social Service regulations in specific cases. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Advises the staff in matters of life insurance adjustment;
- Assists staff in litigations such as petitions for conservatorships, committees and guardianships; investigates and prepares supporting material when necessary;
- Searches records in offices of County Clerk and Surrogate for real and personal property holdings of recipients;
- Consults with Commissioner of the conservation and disposition of real estate;
- Keeps accounts, individual records and statistical data as may be required in connection with resource work;
- Acts as Commissioner's representative in matters pertinent to Surrogate Court proceedings;
- At request of staff, may interview clients to advise them as to the disposition of resources;
- Assists Head Social Welfare Examiner in special projects involving resources;
- Reviews and processes requests for payment of funeral/burial expenses and conducts related interviews and processes payments when warranted;
- Investigates availability of parental support for home relief applicants under the age of 21;
- Serves as liaison between the Social Security Administration and the Department of Social Services in matters relating to social security benefits;
- Corresponds and negotiates with attorneys on the settlement of liens;
- Maintains controls for maximum reimbursement of interim assistance and disburses excess monies as appropriate;
- Files liens against the estates of Medical Assistance recipients;
- Discharges bonds and mortgages held by the department subsequent to reimbursement/settlement;
- Restricts Medical Assistance coverage as appropriate.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of New York State Social Service Law as it relates to clients resources;
- Working knowledge of insurance, real estate and business procedures;
- Ability to accurately work out detailed plans for the utilization of real and personal property;
- Ability to prepare oral and written reports;
- Ability to establish and maintain good contacts with others;
- Ability to operate a computer terminal;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Physical condition commensurate with the demands of the position.