

JOB OPPORTUNITY



WYOMING COUNTY DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE

PLEASE POST CONSPICUOUSLY

WYOMING COUNTY DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE ANNOUNCES
AN OPEN COMPETITIVE POSITION FOR

SOCIAL SERVICES PROGRAM SPECIALIST: DEPARTMENT OF SOCIAL SERVICES

HOURS: 8:30 A.M. – 4:30 P.M.
Full Time

SALARY: \$20.99 - \$23.75 per hour

LOCATION: Wyoming County Department of Social Services
P.O. BOX 231, Warsaw, New York 14569

DISTINGUISHING FEATURES OF THE CLASS: This position involves the intake and on-going management of applicants and recipients of a variety of programs and services provided by a local Social Services Department. Case management activities performed by this position are program oriented and normally do not include social casework and social work activities performed by a caseworker. The work is performed under the direct supervision with considerable leeway allowed in carrying out the details.

MINIMUM QUALIFICATIONS:

- A. Satisfactory completion of a minimum of thirty (30) semester credit hours in a regionally accredited or NYS registered college or university and/or one (1) year of full-time paid (or its part-time equivalent) experience in examining, investigation or evaluating claims for assistance; OR
- B. One (1) year competitive status in a senior clerical position or as a Community Services Worker in the Department of Social Services, or two (2) years of permanent competitive status in an entrance level clerical position.

ISSUED: 11/14/2025

THE INCUMBENT WILL BE A PROVISIONAL APPOINTMENT AND/OR CONTINGENT.

COMPETITIVE

WYOMING COUNTY RESIDENTS MAY BE GIVEN FIRST PREFERENCE.

Wyoming County is an Equal Opportunity Employer

NOTES:

1. Candidates **MUST** submit a copy of transcripts showing degree area and date degree conferred with application.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/ U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

NOTICE: *If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office.*

Please note that your application will **NOT** be forwarded to the hiring manager until we have received the following information: Civil Service Application and any supporting documentation listed in the minimum qualifications; such as licenses, high school diploma, certificates, Associate's or Bachelor's degree, etc. Applications can be found on our website at <https://www.wyomingcountyny.gov/165/Applications-Forms>. You can complete your application online at the follow link: <https://www.wyomingcountyny.gov/FormCenter/Human-Resources-48/Application-for-Employment-190>. If you have any questions, or would like to email your application and additional documents please contact jschmidt@wyomingcountyny.gov or 585-786-8830.