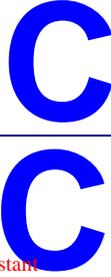




**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

F:\Civil\JobSpecs\Resource Assistant

TITLE:	RESOURCE ASSISTANT
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	DEPARTMENT OF SOCIAL SERVICES
ADOPTION:	CSM
REVISED:	CSM 11/14/07

DISTINGUISHING FEATURES OF THE CLASS:

Under supervision incumbent makes necessary contacts to establish definite data regarding the financial resources of applicants and recipients of public assistance. Incumbent acts as consultant to the case work and human services examiner staff and recommends disposition of the equities so that interests of both the recipient and the public are protected; assists in the handling of assigned properties to assure conservation of equities and also assists in the disposition of assigned resources. Performs related work as required. The work involves a prescribed routine with limited latitude for the exercise of independent judgment in the analysis of specific cases and is performed under the supervision of a Resource Consultant or Director of Administrative Services. In addition to clearance of resources, incumbent conducts necessary correspondence and maintains records. An employee in this class establishes contacts and working relationships with cooperating groups, i.e., banks, insurance companies, employers, and others having necessary information relative to the real and personal property holdings of applicants for or recipients of public assistance and care.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Advises the casework and human services examiner staff in matters of life insurance adjustments;
- Makes contacts with banks and savings associations regarding the holdings of applicants for public assistance;
- Searches records in offices of County Clerk and Real Property Tax Service Office for real and personal property holdings of recipients;
- Assists in supervising the conservation and disposition of real estate and other properties placed under the control of the agency by assignment or deed;
- Keeps accounts, individual record, and statistical data as may be required in connection with resource work;
- At request of casework or human services examiner staff, may interview clients to advise as to the disposition of resources;
- Inputs public assistance claims into the Cash Management System database on closed public assistance cases;
- Works closely with accounting staff and assists in procedures for collection of public assistance claims;
- Responsible for direct contact with clients in regard to scheduling repayment to the agency of public assistance overpayments;
- Performs related tasks as assigned or needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Good knowledge of insurance, real estate, and business procedures;
Good knowledge of legal terminology;
Good knowledge of modern office terminology, procedures, equipment and business English;
Knowledge of New York State Social Services Law, especially provisions relating to social services client resources;
Accuracy in working out detailed plans for the utilization of real and personal property;
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases;
Ability to establish and maintain effective working relationships with others;
Ability to prepare reports both orally and in writing;
Ability to collect information from various sources for program operations;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a recognized standard high school or equivalent education; PLUS either

(A) Graduation from a regionally accredited or New York State Registered two-year college or university with an Associate's Degree in business administration, public administration, accounting, or closely related field; **OR**

(B) Two years of general business experience in one or more of the following:

(1) A public assistance agency as a Human Services Examiner, Senior Account Clerk Typist or related title; OR

(2) General business experience on one or more of the following:

(a) Work involving a thorough knowledge of insurance; OR

(b) work with a Real Estate Firm involving title searching and investigating mortgage risks from the standpoint of credit and security; OR

(c) Banking experience involving the application of knowledge of mortgages, real estate, insurance and financial risks generally, OR

(d) A general business experience involving a combination of any or all of the 3 preceding types of experience; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.