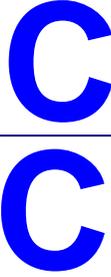




**CAYUGA  
COUNTY**



*An Equal Opportunity - Affirmative Action Employer*

# **CIVIL SERVICE COMMISSION**

F:\Civil\JobSpecs\Resource Consultant

<b>TITLE:</b>	<b>RESOURCE CONSULTANT</b>
<b>JURISDICTIONAL CLASS:</b>	<b>COMPETITIVE</b>
<b>CIVIL DIVISION:</b>	<b>DEPARTMENT OF SOCIAL SERVICES</b>
<b>ADOPTION:</b>	CSM
<b>REVISED:</b>	CSM <b>11/14/07</b>

## **DISTINGUISHING FEATURES OF THE CLASS:**

Under administrative direction incumbent is responsible for the resource program of the agency and supervision of Resource Assistants and Clerks. Incumbent acts as consultant to case work and human services examiner staff on resource problems and recommends resource policies and procedures. Does related work as required. Work is performed under the administrative direction of the Director of Health and Human Services or under the general supervision of the Deputy Director for Social Services or Director of Administrative Services. A worker in this class assists in formulating resource policies and procedures and relating the resource program to overall social service program of the agency. The incumbent supervises analysis, adjustment, liquidation, or securing of equities in real or personal property of recipients and also directs the handling of assigned property, if needed, and assists in making recoveries.

## **TYPICAL WORK ACTIVITIES: (Illustrative only)**

- Supervises work of Resource Assistant and other clerical staff that may be assigned in investigating clients' resources and advises human service workers on use and disposition of property and other resources;
- Interprets local, state, and federal resource policies to staff and to community agencies;
- Interprets principles of resource conservation and liquidation to case work staff;
- Handles problems of assignment of property and other client resources;
- Searches Surrogate's Court for records on estates and other pertinent information;
- Recommends property repairs, plans for property management, and may liquidate through public auction assigned real property;
- Makes recoveries of assets held by recipients;
- Maintains records as required by the resource program;
- Completes quarterly estate/casualty report for state;
- Responsible for dealing with overpayments and makes sure recoupments are being completed;
- 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 New York State Social Services Law, especially provisions relating to social services client resources;  
Good knowledge of legal terminology;  
Good knowledge of modern office terminology, procedures, equipment and business English;  
Accuracy in working out detailed plans for 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;  
Ability to prepare written material including formal letters in an accurate and professional manner;  
Judgment; Initiative; Resourcefulness;  
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 and two years of experience as outlined below; **OR**

(B) Four 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.