

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

COUNTY OFFICE BUILDING
PO BOX 636
WAMPSVILLE, NY 13163
(315) 366-2341 (Phone)
(315) 366-2725 (Fax)



Eileen M. Zehr
Personnel Officer
eileen.zehr@madisoncounty.ny.gov

Ryan D. Aylward
Director of Labor Relations
ryan.aylward@madisoncounty.ny.gov

VACANCY ANNOUNCEMENT

ENERGY RESOURCE AIDE (Social Services Department)

(COUNTY APPLICATION REQUIRED- Go to: <https://madison-portal.mycivilservice.com/>)

Madison County seeks temporary, full-time Energy Resource Aides responsible for the initial intake and financial eligibility determinations of applicants for the federally sponsored Home Energy Assistance Program (HEAP) administered through the Department of Social Services. The incumbent interviews applicants and gathers necessary information to verify eligibility by applying standard financial criteria, as defined by State and Federal regulations. The work also involves providing applicants with information on energy conservation and other related information. The work is performed under direct supervision of a Senior Social Welfare Examiner with leeway allowed for the exercise of independent judgment in carrying out the details of the work. General and administrative supervision is provided by the Director of Financial Assistance. The incumbent performs related work as required.

Work Schedule: Monday-Friday, 9:00 a.m. – 5:00 p.m.; Now through April (based upon need and Federal funding).

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State two year college or business school with an Associate's degree; OR
- B) 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
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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

2021 Hire Rate: \$18.55/hr.

Application Deadline: Until filled

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