

# MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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## VACANCY ANNOUNCEMENT

### **SENIOR SOCIAL WELFARE EXAMINER (HELPS Program)**

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

#### **2026 Hire Rate - \$27.56/hr (37.5 hrs/wk)**

The Madison County Department of Social Services seeks full-time Senior Social Welfare Examiner. This is an experienced worker who can assume responsibility for (1) supervision of a group of workers establishing financial eligibility for the various programs administered by the local social services district; (2) supervision of a unit within the eligibility section; (3) supervision of an entire section responsible for establishing financial eligibility or (4) verification including field review of a sample of the initial financial eligibility determination in the validation section. The role that this individual assumes depends upon the workload and organizational structure of the agency. Work is performed under supervision of a higher-level social welfare examiner or under the general supervision of Director of Financial Assistance or Director of Administrative Services if assigned to validation section. Performs related work as required.

**OPEN COMPETITIVE MINIMUM QUALIFICATIONS:** Three (3) 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.

**NOTE:** Study in a college, university or business school 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 may be substituted for the experience on a year for year basis.

**PROMOTION MINIMUM QUALIFICATIONS:** One (1) year of full-time continuous service as a Social Welfare Examiner or two (2) years of full-time continuous service as a Social Welfare Examiner (HELP Program) in the Department of Social Services by the date of the written exam.

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