

Jurisdiction: Oneida County  
Jurisdictional Class: Non-Competitive  
Revised: 8/20/97

### **RESOURCE ASSISTANT (PART-TIME)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Oneida County Department of Social Services. The incumbent performs work involving a prescribed routine, with a limited latitude for the exercise of independent judgement in the analysis of specific cases. Work is performed under the supervision of a higher level employee. In addition to the clearance of resources, the incumbent conducts necessary correspondence and maintains records. Establishes contacts and working relationships with others having necessary information relative to the real and personal property holdings of applicants for, or recipients of, public assistance and care. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Advises the case work staff in matters of life insurance adjustment;  
Makes contacts with banks and savings associations regarding the holdings of applicants for public assistance;  
Searches records in offices of County Clerk and surrogate 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 case work staff, may interview clients to advise as to disposition of resources.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of insurance, real estate, and business procedures; working knowledge of New York State Welfare Law, especially provisions relating to welfare client resources; accuracy in working out detailed plans for the utilization of real and personal property; ability to make reports; ability to re-establish and maintain good contact.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Completion of sixty (60) semester credit hours at a regionally accredited or New York State registered college or university; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of accounting or clerical experience; **OR**
- (C) Four (4) years of experience, as outlined in (B) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.