



# Eligibility Clerk

## The Position

**Schenectady County Job Training Agency** is currently recruiting for **Eligibility Clerk\***. The incumbent in this position completes intake forms and verifies eligibility of applicants for various Federal and State funded programs. This level of work entails the learning of applicable regulations, established policies, and procedures related to eligibility through the review and evaluation of applications for the agency's assistance, maintenance of agency records, and supervised contact with applicants. Typical work duties include:

- Reviews certification forms to determine that all statements are complete and consistent with every other item of information provided;
- Assists applicants in completing applications;
- Insures that applicants applying for assistance receive appropriate financial forms necessary to determine eligibility;
- Assists in evaluating an applicant's financial eligibility for assistance;
- Assists in determining initial categorical eligibility;
- Advises applicants about the program under which he/she is eligible for assistance;
- Maintains current case data in automated management systems as appropriate to the program area assignment.

*This position is part of the NYS HELPS Program and an exam will not be required.*

## Qualifications

Candidates must possess the following minimum qualifications to be considered:

- Possession of a high school diploma or equivalency and a minimum of 6 months of customer service experience.

## Salary

The annual salary for this position is \$43,805 (Grade 8)

## How to Apply

Apply online at [mycivilservice.schenectadycounty.com](http://mycivilservice.schenectadycounty.com).



*Schenectady County is committed to diversity, inclusion, and equal opportunity. It is our policy to provide equal employment opportunities to all people regardless of protected class status, including race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, or any other impermissible basis*

# Schenectady County offers exceptional benefits

## *Health Benefits*

- Medical, Dental & Vision
- Prescription Drug
- Flexible Spending Accounts

## *Retirement and Savings Plans*

- NYS Pension System
- 457(b) Deferred Compensation
- 529 College Saving Plan

## *Additional Benefits*

- Paid Holidays
- Vacation, Personal, Bereavement, and Sick Leave
- Paid Family Leave for Bonding with Child
- Free Tuition at SUNY Schenectady and other Tuition Assistance
- Gym Reimbursement
- Free CDTA Bus Pass
- Employee Assistance Program

## About Schenectady County

What makes Schenectady County different from other communities? We believe it's the people, working together to create a place that people want to live, do business, and visit to enjoy all that we have to offer. Schenectady County continues to think differently, looking for new and innovative ways to deliver the important programs and services that make Schenectady County unique.

Strong County leadership has helped foster cooperation among the various levels of government to reduce waste and eliminate duplication. Through intergovernmental cooperation, the County and our communities have saved hundreds of thousands of dollars and leveraged our combined resources and talents to secure additional federal and state funds to expand upon this highly successful endeavor.

Schenectady County is a community with a rich past and bright future. So many in our community have worked hard to make all of our success possible and have made Schenectady County a great place to work, live, and raise a family.

More information about Schenectady County and employment opportunities are available on the Schenectady County website at:

***[www.SchenectadyCountyNY.gov](http://www.SchenectadyCountyNY.gov)***



Schenectady County Human Resources

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