

RESOURCE CONSULTANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves overseeing and participating in the investigation of the financial resources of applicants for and recipients of all public assistance programs. The incumbent directs the operation of the department's resource program and serves as a consultant to casework staff on resource problems. Work is performed under the general direction of either the Fiscal Services Administrator or Accounting Supervisor Grade A with wide leeway allowed for the exercise of independent judgement in planning and executing assignments. Supervision is exercised over subordinate clerical support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in formulating resource policies and procedures and in relating resource program to overall social service program of the agency;

Supervises analysis, adjustment, liquidation, or securing of equities in real or personal property of recipients;

Directs handling of assigned property and in making recoveries;

Provides pre-and-post inspection of apartments for Tenant Responsibility Claim Agreement (TRCA) and Cash Security Deposits;

Reviews claims for payment under the TRCA and recommends appropriate reimbursement;

Supervises work of clerical support staff in investigating client resources;

Advises caseworkers on use and disposition of property and other resources;

Interprets Federal, State and local resource policies to staff and to community agencies;

Interprets principles of resource conservation and liquidation to case work staff;

Approves burials for indigents, which includes reviewing and processing requests for payment to the appropriate funeral director;

Handles problems of assignment of property and other client resources;

Recommends property repairs and plans for property management;

Makes recoveries of assets held by recipients;

Performs Office of Temporary and Disability Assistance (OTDA) mandated inspections of hotels/motels used for temporary housing;

Maintains records as required by the resource program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the New York State Social Service Law as it relates to client resources;

Good knowledge of insurance, real estate and business procedures;

Good knowledge of the practices and procedures used in collecting money and in the maintenance, balancing, reconciling, and

checking of financial records and accounts;
Ability to accurately work out detailed plans for the utilization of
real and personal property;
Ability to plan and supervise the work of others;
Ability to prepare oral and written reports;
Ability to establish and maintain good contacts with others;
Ability to operate a computer terminal;
Ability to perform close, detail work involving considerable visual
effort and strain;
Good judgment.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university or one
accredited by the New York State Board of Regents to grant degrees with
sixty credits, and two years of experience either:
 - 1) examining, investigating, or evaluating requests for financial
entitlements or eligibility in compliance with state and/or federal
laws and rules; or
 - 2) maintaining financial accounts and records;
or
- B) Graduation from high school or possession of a high school equivalency
diploma and four years of experience indicated above;
or
- C) An equivalent combination of training and experience as defined by the
limits of A) and B) above.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class
will require reasonable access to transportation to meet field work
requirements made in the ordinary course of business in a timely and
efficient manner.

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COMPETITIVE