

## ASSISTANT RESOURCE CONSULTANT

DISTINGUISHING FEATURES OF THE CLASS: As full deputy to the Resource Consultant with responsibility for managing the section in the latter's absence, this position involves responsibility for the evaluation of assets such as real property, insurance, bank accounts, securities, estates, mortgages, legal actions, trusts, union benefits and other equities; the ability to make title searches; and responsibility for supervising a moderate number of subordinate employees in carrying out the section's duties, including the keeping of financial records. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises the receipt of all collections, refunds and recoveries of money on behalf of the department from such sources as payments by clients and relatives of clients, mortgage payments and liquidations, claims against estates, legal action settlements, hospital liens, assignments and support payments;

Distributes collections to appropriate accounts;

Acts as trustee of monies deposited by relief recipients;

Maintains controls on installment benefits;

Refers delinquent accounts to the Law Department;

Assists in making and makes analyses of assets of relief applicants and sees that proper action is taken for the preservation or liquidation of such assets for the county's benefit;

Clears banks and other institutions for amounts, safe deposit boxes and loans in new or re-opened cases;

Clears status of insurance held by applicants, recommends assignments, adjustments or liquidation to social service staff;

Clears estates and files claims where appropriate;

Searches real estate titles and arranges for funds and mortgages or recommends sale or action toward preserving equity of clients;

Maintains public sale of mortgages;

Inspects properties to determine repair needs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good working knowledge of laws governing social services and the procedures involved in ascertaining, evaluating and utilizing the assets of receipts; good knowledge of financial investigation methods; good knowledge of life insurance procedures generally; ability to perform title searches; knowledge of available markets for the liquidation of real and personal property and methods involved; good working knowledge of office procedures and financial record keeping; administrative ability; good judgment; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree\* and either: (A) three years of full-time paid experience with a social services agency in work involving the supervision of investigation of various types of finances of relief clients and the proper methods necessary for the assignments or liquidation of their assets and the keeping of accounts, records, and statistical data in connection therewith, OR, (B) four years of real estate experience involving title searching, real estate and mortgage sales, and investigation of mortgage risks from the standpoint of credit and security; OR, (C) a satisfactory equivalent combination of experience and training.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.