RESOURCE ASSISTANT

GENERAL STATEMENT OF DUTIES: Under supervision makes necessary contacts to establish definite data regarding the financial resources of applicants and recipients of public assistance; acts as consultant to the casework staff and recommends disposition of the equities so that interests of both recipient and public are protected; assists in the handling of assigned properties to assure conservation of equities and also assists in the disposition of assigned resources. Performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work involves a prescribed routine with limited latitude for the exercise of independent judgment in the analysis of specific cases and is performed under the supervision of a resource consultant or a case supervisor. In addition to the clearance of resources, conducts necessary correspondence and maintains records. Establishes contacts and working relationships with cooperating groups, i.e., banks, insurance companies, employers, and others having necessary information relative to the real and personal property holdings of applicants for or recipients of public assistance and care.

EXAMPLES OF WORK (Illustrative only):
-Advises the casework 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 casework staff, may interview clients to advise as to disposition of resources.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of insurance, real estate, and business procedures; knowledge of New York State Social 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 establish and maintain good contacts; good health.

ACCEPTABLE EXPERIENCE AND TRAINING:
Graduation from a recognized standard high school, or equivalent education, plus -

Either (A) A total of two years satisfactory experience in any of the following fields or positions; or in any combination of these; (a) a public welfare agency as caseworker or accountant, or (b) general business experience, preferably including (1) work involving a thorough knowledge of industrial or ordinary life insurance, or (2) work with a real estate firm involving title searching and investigating mortgage risks from the standpoint of credit and security, or (3) banking experience involving the application of knowledge of mortgages, real estate and insurance and financial risks generally, or (4) a general business experience involving a combination of any or all of the three preceding types of experience of equal difficulty and responsibility;

Or (B) Completion of two years work in a recognized college or school of business administration;

Or (C) A satisfactory combination of the above experience and education.