

## **RESOURCE CONSULTANT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the resource program of the Department of Social Services. An employee in this class will be responsible for all areas of the resource function, including, but not limited to, assisting in policy and procedure formulation, analysis, adjustment, liquidation, or securing of assets in real or personal property of recipients, directing the handling of assigned properties, and assisting in making recoveries. The work is performed under general supervision. Supervision is not normally a function of this position.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Investigates client resources and advises workers on use and disposition of property and other resources;
2. Interprets local, state, and federal resource policies to staff and to community agencies;
3. Interprets principles of resource conservation and liquidation to case-work staff;
4. Conducts correspondence related to personal injury estate and property liens;
5. Handles problems of assignment of property and other client resources;
6. Recommends property repairs and plans for property management;
7. Makes recoveries of assets held by recipients;
8. Maintains records as required by the resource program.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of insurance, real estate, and business procedures; good knowledge of New York Social Welfare Law, especially provisions resulting to welfare client resources; accuracy in working out detailed plans for utilization of real and personal property; judgment; initiative; resourcefulness; ability to make reports; ability to establish and maintain successful relationships with people; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and:

Four (4) years of work experience in one or more of the following areas, or substantially similar areas:

1. As a Social Welfare Worker in a public welfare agency; or;
2. As a Title Searcher; or;
3. In working in a credit investigation bureau in an investigative capacity; or;
4. In a bank, lending institution or finance company in an investigative capacity; or;
5. In an insurance agency in a risk assessment or investigative capacity; or;
6. In a real estate agency in a capacity which included advising or investigating clients on their eligibility to obtain mortgages; or;
7. In the performance of legal research of a detailed nature; or;
8. In an equivalent combination of the experience listed above.

**NOTE:** Up to one full year (30 credits) of study in a regionally accredited or New York State registered college or university may be substituted for up to one year of work experience.

HU5304

REVISED:    07/18/81            07/24/84            09/17/92            10/20/20