

HERKIMER COUNTY

JOB OPENING

Department: Office For The Aging

Title: Home Energy Assistance Program (HEAP) Examiner
Temporary Opening, Full Time Position

Salary: \$18.00/hour (2026 pay rate)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for establishing eligibility for Home Energy Assistance funds. The work closely parallels that of a Social Welfare Examiner in establishing a client's eligibility for financial aid. The work is performed under the general supervision of the Director of Income Maintenance and may involve supervision over other workers. Does related work as required.

MINIMUM QUALIFICATIONS/ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation from high school or possession of a high school equivalency diploma **AND**

Either:

(A) Two years of experience in examining, investigating or evaluating claims for assistance, benefits, insurance or similar program operating under established criteria for eligibility;

Or: **(B)** Graduation from a regionally accredited or New York State registered college with an associate degree in human services, accounting, public administration, or related field;

Or: **(C)** An equivalent combination of training and experience within the limits of (A) and (B) above.

CONTACT

for further information: Kathy Fox, Director
Herkimer County Office For The Aging
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Herkimer, NY 13350
315-867-1121

Please Post for 10 Working Days (7/30/2026 through 8/12/2026)