



The Position

Working under close supervision, the Eligibility Worker I is the entry-level level in the Eligibility Worker series. An Eligibility Worker I determines the eligibility of applicants and recipients for public assistance programs through interactive interviewing and fact gathering; maintains current knowledge of program regulations and procedures necessary for multi-program caseload administration; initiates and processes casework through an automated system; identifies needs and makes appropriate referrals for health, social, and/or employment services. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Employees are expected to promote to Eligibility Worker II after one year of satisfactory performance at the current level.

Additional Information

A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Position may require pre-employment drug testing, physical and fingerprinting for a background investigation.

The existing eligible list will be replaced upon completion of this examination. The eligible list established from this recruitment will be used to fill part-time and full-time regular, limited-term or extra-help positions as vacancies occur on the need arises.

***This position requires the ability to speak, read, and write Spanish in addition to English. Candidates who have not passed the exam previously must take and pass the Merit System Spanish proficiency examination prior to appointment.**

Madera County

Madera County, with a population of approximately 212,848, is located in the east center of California, in the heart of the Central Valley and the Central Sierra, approximately 20 miles from the Fresno Metropolitan Area, and hosts a section of Yosemite National Park.

The city of Madera is the county seat with a population of approximately 58,306.

Madera County is rich in agricultural production including dairy production, livestock, grapes, almonds, and other nut crops. Many outdoor recreational opportunities are available within Yosemite and it is only 180 miles to the Pacific beaches.

Eligibility Worker I – Spanish Bilingual*

Madera County Department of Social Services

Monthly Salary: \$2,848 – \$2,848

Application Deadline:

Wednesday, June 3, 2025

5:00 p.m. PST

Exemptive Examination Dates:

Written Exam: Saturday, June 13, 2025

Bilingual Written Exam: Saturday, June 13, 2025

Bilingual Oral Exam: Saturday, June 27, 2025

Oral Exam: Week of July 14, 2025

Examinations will be held in Madera County

Location:

The resulting list will be used to fill vacancies in Madera, Chowchilla and Oakhurst, California

Minimum Qualifications

While the following requirements outline the minimum qualifications, only applicants who demonstrate the best qualifications match for the job will be selected to continue in the recruitment process. Applicants must meet the minimum qualifications by the application deadline.

Two years of experience performing clerical duties;

OR

One year of experience determining eligibility for loans, financial assistance, unemployment or veterans benefits, or publicly or privately funded health, counseling or social services;

OR

Completion of 60 semester or 90-quarter college units;

OR

A combination of education and experience comparable to the type of experience listed above. When combining education and experience, fifteen (15) semester units or twenty-two (22) quarter units equal six months of experience.

For more information regarding the job of an Eligibility Worker, you are invited to watch this job preview at: <http://www.mcsos.gov/2025/06/02/eligibility-worker-video/>

APPLICANTS MAY BE RATED BASED UPON THEIR RESPONSES TO THE SUPPLEMENTAL QUESTIONS. THOSE THAT ARE DETERMINED TO BE MOST HIGHLY QUALIFIED WILL BE INVITED TO PARTICIPATE IN THE NEXT STEP OF THE SELECTION PROCESS, WHICH WILL BE THE WRITTEN EXAMINATION.

Madera County Eligibility Worker

M Woodhall



Madera County Eligibility Worker:

Report of the Commission on Agricultural Workers United States. Commission on Agricultural Workers,1993 **Report of the Commission on Agricultural Workers: Hearings and workshops before the Commission on Agricultural Workers, 1989-1993** United States. Commission on Agricultural Workers,1993 **Salary Report on California County Welfare Departments** ,1967 **Salary Report of Selected Classes in California County Welfare Departments** California State Personnel Board. Merit System Services,1972 **Improving IV-A/IV-D Interface** Athena Kaye,1988

Salary Report of Selected Classes in California County Welfare Departments California State Personnel Board,1972 **Federal Register** ,1982-10-28 **Who's who in the West** ,2000 *American Salaries and Wages Survey* Gale Group,1997-05-31 Arranged alphabetically by primary occupation this updated guide presents 40 000 salary statistics in an eight column table Each table provides occupation type industry location wage denomination low mid and high figures source from which the information was collected and date of sources The occupational outline of the contents offers business researchers with the means to target a specific occupation by investigating all variations of the job title **Legal Services Corporation Reauthorization** United States. Congress. House. Committee on the Judiciary. Subcommittee on Courts, Civil Liberties, and the Administration of Justice,1983 *Benefit Payments Report* California. Department of Benefit Payments,1974 **West's Annotated California Codes: Sections 10000 to 14199** California,1980 *The Income and Eligibility Verification System (IEVS) Evaluation Report* ,1987 **AFDC Quality Control Corrective Action Plan** California. Department of Social Services,1984 **Federal Merit Systems Reporter** ,1989 *Congressional Record* United States. Congress,2003 The Congressional Record is the official record of the proceedings and debates of the United States Congress It is published daily when Congress is in session The Congressional Record began publication in 1873 Debates for sessions prior to 1873 are recorded in The Debates and Proceedings in the Congress of the United States 1789 1824 the Register of Debates in Congress 1824 1837 and the Congressional Globe 1833 1873 California's Health ,1967

West's Annotated California Codes: Sections 14200 to end California,1989 **California County** ,1994 **Work Relief to Rehabilitation** Harold E. Simmons,1969

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Madera County Eligibility Worker Introduction

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