



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: COUNTY SERVICE OFFICER

SALARY: \$43,336 - \$59,377 annually

LOCATION: Monroe County Department of Veterans Service Agency

JOB SUMMARY:

This is an advisory position in the Veteran's Service Agency responsible for counseling and assisting veterans and service personnel and their dependents obtain veterans benefits for which they are eligible under Federal, State, and local laws. The employee prepares and processes claim applications for benefits, principally through the United States Veterans' Administration. Benefits include, but are not limited to, pensions, domiciliary care, death and disability compensation, burial allowance, GI insurance, GI education and Vocational Rehabilitation. Work is performed in close cooperation with the Veterans Administration, other veterans' organizations, and government agencies concerned with veterans affairs. Employees must become accredited by the Department of Veterans Affairs as a Veterans Service Officer during the probationary period. The employee reports directly to, and works under the general supervision of the Director of Veteran's Service Agency. Does related work as required.

MINIMUM QUALIFICATIONS:

Must be an honorably discharged Veteran of the United States armed forces.

Candidates must submit a copy of a DD-214 at the time of application.

SPECIAL REQUIREMENTS:

Must become accredited by the Department of Veterans Affairs as a Veterans Service Officer during the probationary period or otherwise be separated from the position.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

From July 2022 through October 2023 Monroe County will be providing full-time employees a quarterly \$500 retention payment.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: January 26, 2023

Posting Deadline: February 16, 2023