



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: COUNTY SERVICE OFFICER

SALARY: \$35,701 - \$45,796 annually

LOCATION: 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 to obtain veterans benefits for which they are eligible under Federal, State, and local laws. The employee prepares and processes claim applications for benefits primarily through the Department of Veterans Affairs (VA). Benefits include, but are not limited to, pensions, service-connected disability, death and indemnity compensation, burial allowance, education, vocational rehabilitation, and more. Work is performed in close cooperation with the Veterans Administration, local veteran 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 Veteran's Service Agency Director. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Three (3) years full-time or its part-time equivalent paid or volunteer professional experience* involving one-on-one counseling, or experience processing veterans claims including advisory and counseling responsibility; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year full-time or its part-time equivalent paid or volunteer experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Qualifying professional experience does not include clerical, secretarial, or receptionist duties. It does include, but is not limited to, armed forces leadership positions of commissioned and senior non-commissioned officers.

PREFERRED QUALIFICATIONS:

Candidates who have been honorably discharged from active military service. Please submit a copy of a DD-214 with the employment 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.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

Send Civil Service Application to:

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

Posting Date: August 12, 2015

Posting Deadline: August 26, 2015