



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: COUNTY SERVICE OFFICER (Non-competitive)

SALARY: \$35,702 – \$45,796 Annually

LOCATION: Monroe County Veterans Service Agency

JOB SUMMARY:

This is an advisory position in the Veterans 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, principally through the United States Veterans Administration. Benefits include, but are not limited to, pensions, domiciliary care, death and disability compensation, burial allowance, G.I. insurance, G.I. education and Vocational Rehabilitation. Work is performed in close cooperation with the Veterans Administration, other veterans organizations, and government agencies concerned with veterans affairs. The employee reports directly to and works under general supervision from the Veterans 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 and one (1) year experience as defined in (A); OR,
- (C) Any 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.

SPECIAL REQUIREMENTS:

Candidates must be honorably discharged from active military service. Please submit a copy of a DD-214 with the Civil Service application.

Employees must become accredited by the Department of Veterans Affairs as a Veterans Service Officer within the first year of employment and maintain annual re-accreditation in each subsequent year.

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 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 14614-1471
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Posting Deadline: January 17, 2013