



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: \$44,636 - \$61,158 annually

LOCATION: Monroe County Veterans Service Agency
Veteran Outreach Centers are located at Bay Towne in Webster and Greece Ridge Mall.

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:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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:

2 positions available, one for each location.

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

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

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: September 26, 2024

Posting Deadline: Until filled