

NOTICE OF VACANCY

DEPARTMENT: Veterans
TITLE: Veterans Service Officer
GRADE/SALARY: 26W - \$39,716 Plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for case coordination, counseling and processing of claims for veterans and their dependents. The incumbent is responsible for exercising sound professional judgement and knowledge in the processing of claims, completing interviews and assessments to discern needs of the veteran, and making referrals for veterans as deemed necessary. The work is performed under the general supervision of the Director of Veterans Services. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; **OR**
- (B) Successful completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university and two (2) years of human services experience; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of human services experience.

SPECIAL REQUIREMENTS:

- 1. Candidate must be an honorably discharged wartime veteran unless the veteran is in possession of a Restoration of Honor Act Decision Letter restoring access to State benefits issued by the Division of Veterans' Services.
- 2. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

NOTES:

- 1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
- 2. Candidates **MUST** submit copy of member 4 copy of DD-214.
- 3. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

HOW TO APPLY: Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: December 10, 2021

****Oneida County is an equal opportunity employer****