

ONEIDA COUNTY NOTICE OF VACANCY

DEPARTMENT: Family and Community Services

TITLE: Veterans Service Officer

SALARY (GRADE): \$48,141 (28W) 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) Possession of Bachelor's Degree; **OR**
- (B) Successful completion of sixty (60) credit hours **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. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 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: September 19, 2023

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

08/29/2023