



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Family and Community Services

CIVIL SERVICE TITLE: Director of Veterans Service Agency

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$67,317 (35H) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2025

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning and directing the activities of the County veterans' service program. The work requires a thorough knowledge of Federal, State and local laws pertaining to veterans' benefits, regulations and procedures established by the Veterans Administration and other Federal agencies. Supervision is exercised over subordinate staff. The work is performed without supervision, in accordance with general policies. The incumbent performs related work as required.

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

Candidates **MUST** be an honorable discharge veteran **AND** Either:

- (A) Possession of a Bachelor's Degree in business administration or a closely related field **AND** one (1) year of staff administrative experience, including budgeting and planning; **OR**
- (B) Possession of an Associate's Degree in business administration or a closely related field **AND** three (3) years of staff administrative experience, including budgeting and planning.

SPECIAL REQUIREMENT: 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 a copy of their DD-214 (Member 4) and a copy of their transcripts showing degree area and date degree conferred with application.
2. New York State Executive Law, Section 357, requires that an individual appointed as director of local veteran's services be a veteran as defined by New York State Statute and is capable of being accredited as a veteran's service organization (VSO) representative as set forth in such section. A veteran is described (Article 17, Section 350 Executive Law) as "a person, male or female, resident of this state, who has served in the active military or naval service of the United States during a war in which the United States engaged and who has been released from such service otherwise than by dishonorable discharge, or is a veteran who served in a time of war and is in possession of a Restoration of Honor Act Decision Letter restoring access to State benefits issued by the Division of Veterans' Services, or who has been furloughed to the reserves."
3. 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 at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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

If you do not have internet access, paper applications can be picked up at the Oneida County Office Building (Utica, NY) in the Personnel Department. You may also request a paper application to be mailed by calling 315-798-5726.

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