

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF PERSONNEL

SARATOGA COUNTY VETERANS' SERVICES

VETERANS' SERVICE OFFICER

SALARY: \$46,161 Plus Excellent Benefits

The work involves responsibility for assisting the Director of the Veterans' Service Agency with providing services to the veterans and families of veterans in the County. The work involves responsibility for performing standardized clerical duties. This position may be responsible for utilizing a micro-computer, remote computer terminal or similar computer equipment in the performance of daily work-related tasks. The work is carried out in accordance with well-established procedures under the authority of Article 17, Sections 357, 358, and 359 of the New York State Executive Law, as well as local operating procedures as established by the County Director, and assists in the counseling of veterans and the widows and children of deceased veterans regarding benefits, and publicizing the entire program of the Agency. Work is performed under the direct supervision of the Director of the Veterans' Service Agency, with some leeway allowed to the incumbent for the exercise of independent judgment in scheduling and arranging details of work to accomplish assigned duties.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree; OR
- (B) Four years of experience in a position providing personal, legal, benefit, or financial counseling to individuals; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT: Anyone appointed to this position must be a Veteran, defined as someone who served on active duty in the armed forces during a wartime period.

SPECIAL REQUIREMENT: Possession of a New York State driver's license at the time of appointment.

SUBMIT RESUME/APPLICATION TO:

John J. Kalinkewicz, Director of Personnel
Saratoga County Personnel Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will be accepted until an appointment is made.

"An Equal Opportunity Employer with an Affirmative Action Program"