



Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

CAREER OPPORTUNITY

“Veteran’s Services Officer”

Saratoga County Department of Veteran’s Services

SALARY: \$55,167 (Grade 10) *Plus excellent benefits, compensation plan and NYS Retirement System Enrollment*

The work involves responsibility for assisting the Director of the Veterans Service Agency with providing services to the veterans and family members of veterans in Saratoga County. Use of personal computer is a routine requirement in meeting daily clerical tasks as well as meeting remote data entry and information access when working offsite. 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 Chapter 38 US Code and Title 38 Code of Federal Regulations, as well as established operating policy and procedures. Assists in counseling of Veterans, widows, children, and other family members of deceased veterans regarding benefits available to them. Works to publicize the entire program and offerings of the Agency. Work is performed under the direct supervision of the Director of the Veterans Service Agency, with some leeway allowed the incumbent for the exercise of independent judgment in scheduling and arranging details of work to accomplish assigned duties. Does related work as required.

Typical Work Activities for this opportunity are... (*Illustrative Only)

- Pulls material from files, makes simple file searches and maintains charge-out records;
- Issues and records applications, licenses and permits;
- Checks reports and records for clerical accuracy;
- Answers telephone and gives out routine information;
- Assists the Director with Counseling of members of the armed forces, veterans, and their families in relation to Federal, State, and Local benefits available, such as: Disability Compensation, Pension, Health Care, Education and Training, Home Loan, Burial and Memorial, Dependents and Survivors benefits;
- Assists the Director with securing information and evidence from veterans and/or the widows and children of deceased veterans necessary for the proper presentation and filing of claims;
- Assists the Director with the filing of benefit claims for veterans and/or their widows and children;
- Assists the Director with the making of necessary contacts with various State and Federal agencies relative to claims and benefits to which the veterans and/or their dependents are entitled;
- Keeps abreast of news and development on issues and laws of interests to veterans, especially information relating to available benefits;
- Represents the Director and/or the Agency at events or speaking engagements to publicize Agency programs, activities and objectives;
- Assists in the maintenance of case records for veterans serviced by Agency and composes correspondence for and regarding veterans and their benefits;
- Makes referral to and liaison with outside human service departments and organizations for the benefit and assistance of Veterans and families;
- Maintains active liaison with various local area veterans’ organizations including VFW and American Legion;
- May transport veterans suffering from incapacitation or mental incompetency to appointments, hospitals and institutions;
- Other duties as assigned by the Director.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Minimum Qualifications: Either...

(A) Possession of an Associate's Degree, and two (2) years of experience in a position providing personal, legal, benefit or financial counseling to individuals; **OR**

(B) High School Graduation or possession of an Equivalency Certificate (GED) and four (4) years of experience in a position providing personal, legal, benefit, or financial counseling to individuals.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you 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>. You must pay the required evaluation fee.)

SPECIAL REQUIREMENT(S)*:

*Anyone appointed to this position **must** be a Veteran, defined as someone who served on active duty in the armed forces and received favorable discharge. Candidate must complete Veteran Service Officer Accreditation, as well as have the ability to pass Federal background check for electronic information systems access.

*Possession of a New York State driver's license at the time, and for duration, of appointment.

Qualified candidates may submit their application and resume, by mail or in person as follows:

ATTN: Personnel Officer – Civil Service Division

Saratoga County Human Resources Department

40 McMaster Street

Ballston Spa, New York 12020

Applications will continue to be accepted until vacancy has been filled

Applications are required for consideration and are available in the Human Resources Office or on our website, www.saratogacountyny.gov Resume **MAY NOT** be substituted for Application. No Fax Submissions.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquires to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.