

# POSITION AVAILABLE

Issued: 05/24/2017

www.steubencony.org

Steuben County, New York is currently recruiting candidates for the position of

## **VETERANS' SERVICE ASSISTANT**

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 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 involves counseling veterans and the widows and children of deceased veterans regarding benefits to which they are entitled, assisting them to file claims for 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 the incumbent for the exercise of independent judgment in scheduling and arranging details of work to accomplish assigned duties. Direct supervision is exercised over the activities of subordinate clerical personnel. Does related work as required.

**MUST BE SUCCESSFUL IN A CIVIL SERVICE EXAMINATION AT A LATER DATE; \$15 FEE.**

### **MINIMUM QUALIFICATIONS**

1. Graduation from high school or possession of a high school equivalency diploma; and
2. Status as a veteran as defined in New York State Executive Law Article 17, Section 350; and in New York State Civil Service Law Section 85.1; **and either**
  - (a) Completion of at least one year of course work or equivalent at a regionally-accredited or New York State registered college or university; or
  - (b) One year of interviewing or claims filing experience.

### **SPECIAL REQUIREMENT(S)**

Accreditation as a Veterans' Service Officer bestowed by a national veterans organization, including meeting all requirements of Chapter 59 of Title 38 of United States Code Sections 14.626 through 14.635 of Title 38 Code of Federal Regulations.

### **RESIDENCY REQUIREMENT**

Candidates must have been legal residents of **Steuben County** in New York State for at least four months.

### **SALARY/BENEFITS**

- ✓ \$29,198 annually (\$34,351 after 1 year)
- ✓ NYS Retirement and an excellent benefits package
- ✓ Located in scenic Finger Lakes Region of New York State

**Send an original application by June 21, 2017 addressed to:**

Mary Jo Snyder, Confidential Secretary  
Steuben County Department of Personnel  
3 East Pulteney Square  
Bath, NY 14810  
Phone: (607) 664-2345