

The **Sullivan County Veterans' Service Agency** is seeking to fill the following position:

VETERANS' SERVICE OFFICER

This is public contact and guidance work with the primary function of assisting veterans and their dependents in obtaining benefits to which they are entitled under the law. This position is concerned with advising veterans and their dependents regarding their rights and benefits; however, cases of unusual complexity may be referred to the director for clarification action. Work is performed under the general supervision of the Director of Veterans' Service Agency according to prescribed procedures.

MINIMUM QUALIFICATIONS: Candidate **MUST** be an honorably discharged veteran **and either:**

- (A) Completion of sixty (60) credit hours at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, and two (2) years' experience involving substantial communication with adults involving persuasion, negotiation, explaining or counseling. This experience must have involved the exercise of judgment in dealing with or responding to another person. (Typical jobs involving this experience may include customer service representative, people providing or explaining personal or social service benefits, interviewers, counselors or similar jobs involving periodic confrontation with a client, customer, member of the public, etc.); or
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years' experience as described in (A) above.

NOTE: *Candidate must possess and maintain a valid appropriate class driver's license.*

SALARY: Entry: \$52,450.00; Full: \$55,210.00

APPLY ONLINE at: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service examination.

Applications accepted until position is filled.

EEO/AA Employer

M/F/D/V