

DISTINGUISHING FEATURES OF THE CLASS: Work involves directing the activities of the Veterans' Service program for the County. A thorough knowledge of Federal, State and local laws applying to Veterans' rights and benefits and of the individual factors contributing to maladjustment and dependency, is essential for the proper discharge of duties. The work is performed under the general oversight of the Commissioner of Community Resources, as well as the State Division of Veterans' Affairs. Direct supervision is exercised over support personnel.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Submits to the Veterans' Committee a four-year comprehensive unified County Plan for

Veterans' Services, which plan shall be updated annually;

Be the lead advocate for all the military veterans of the County;

Interview veterans and families in need of assistance;

Make necessary contacts with various State and Federal agencies relative to claims and benefits

to which the veterans and their dependents are entitled;

Executes and forward various forms to the Veterans' Administration or other agencies in

connection with the work;

Secures information and evidence necessary for the proper presentation of claims;

Investigates hospital commitments of veterans;

Advocates legislative and individual veterans' rights and benefit issues at the local, regional and

federal levels;

Supervises the transporting of veterans suffering from incapacitation or mental incompetence to hospital and institutions;

Helps to locate employment and housing accommodations for veterans;

Prepares annual budgets and reviews department policies and procedures;

Administers or arranges for the administration of vocational aptitude tests;

Meets with representatives of the federal and state veterans' agencies and local organizations to coordinate multi-level program goals and objectives;

Speaks on the activities and programs provided by the agency before civic and community groups;

Assists employers in setting up on-the-job and apprenticeship training programs, in conjunction with the client's Employment and Training Program;

Performs a variety of other responsible administrative duties;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of Federal, State and local laws pertaining to veterans' affairs; thorough knowledge of various services available to veterans; ability to supervise and coordinate the work of others; ability to communicate effectively, both orally and in writing; ability to deal effectively with the public and with veterans' organizations; good judgment; emotional maturity; willingness to accept responsibility; resourcefulness; interest in veterans' problems; and tact.

MINIMUM QUALIFICATIONS: Candidate must be a veteran as defined in NYS Executive Law, Article 17, Section 350 and Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degrees or higher in a business or human services field and two (2) years of experience involving assisting individuals with legal, financial or major life problems, including one year in an administrative or supervisory capacity; or
- (B) Completion of sixty (60) credit hours of coursework in the business or human services field from a regionally accredited or New York State registered college or university, and four (4) years of experience as described in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years experience as described in (A) above; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

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

NOTE: Your degree or credits 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 your degree or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Non-Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A