



OSWEGO COUNTY SENIOR VETERANS SERVICES ASSISTANT

The Oswego County Veterans Services Department has an immediate opening for a Senior Veterans Services Assistant to assist the Director with the overall activities of the Department. The incumbent is an accredited veterans service officer with the Department of Veterans Affairs and will work with veterans in a confidential capacity. The incumbent will have signatory authority on all claims and subsequent paperwork along with access to confidential VA Databases and additional restricted programs. Additional duties include maintaining files, responding to correspondence and requests for information.

Qualifications: Associate's degree; **OR** Graduation from high school or possession of an equivalency diploma and two (2) years of experience assisting individuals in resolving financial, employment or benefit claim problems. **SPECIAL REQUIREMENT:** Candidates must be honorably discharged from the Armed Services of the United States of America. Please submit a copy of your DD-214 with the Civil Service application. Accreditation as a Veterans Service Officer through the Department of Veterans Affairs required within six (6) months of appointment. Maintenance of accreditation is required throughout course of employment.

This title has been approved to be filled without the need to take an exam for a limited period through the HELP Program. Candidates appointed permanently to fill this title will NOT need to take an exam and will remain in their position even when the HELP Program ends.

Pay Rate: \$23.12 per hour plus competitive benefits package including: health, life, dental and vision insurance; NYS Retirement; and Public Service Loan Forgiveness Program.

To Apply: Review of applications will begin immediately and continue until position is filled. Please visit our website to complete an online application or submit a paper application to the address below. Candidates must submit a copy of their DD-214 with their application.

Oswego County Human Resources Department
46 East Bridge Street
Oswego, New York 13126
(315) 349-8209 Fax: (315) 349-8254
Email: Humanresources@OswegoCountyNY.gov
Web: www.oswegocounty.com/humanresources

AA/EEO EMPLOYER