

# Personnel and Civil Service

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## NOTICE OF VACANCY Veterans' Service Assistant

**Date of Issue: 08/11/22.** The work involves the responsibility for assisting the Director of Veterans' Services with administrative activities of the Veterans' Service Agency. The position works with veterans in a confidential capacity by providing initial client intake and will either refer them to the appropriate Veterans Service Officer or continue to assist with providing guidance and assistance with benefit eligibility. An incumbent will perform of a broad range of complex clerical operations which require an understanding of specific laws, organizational rules, policies or procedures within the Agency itself. The work is performed under the general direction of the Director of Veterans Services. Does related work as required.

The title of Veterans' Service Assistant is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **A tentative test date for this examination is not yet known.** Pending a criminal background check\*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

**Status:** Provisional, pending successful completion of civil service requirements  
**Work Hours:** Full-time, Monday – Friday (35 hour work week)  
**Salary:** \$37,904.00 (CSEA SG VII, base); benefit package available including: health, dental, and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Veterans' Service Agency

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency and either:

- a. Possession of an Associate's degree from a regionally accredited or New York State registered college; and two (2) years of full-time (or the part-time equivalent) office clerical experience which involved customer service; **OR**
- b. Four (4) years of full-time (or the part-time equivalent) office clerical experience which involved customer service; **OR**
- c. Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

**Special Requirement:** As indicated by the Director, must complete all necessary training to obtain and maintain accreditation as a Veterans Service Officer.

**Apply Online:** <https://www.tiogacountyny.com/departments/personnel-civil-service/>

**Apply by:** Applications accepted until position has been filled.

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records