

Personnel and Civil Service



NOTICE OF VACANCY Veteran's Service Officer P/T

Date of Issue: 12/16/2024. The work involves assisting veterans and their dependents by performing counseling duties and aiding clients in obtaining benefits to which they are entitled under federal, state or local laws. The incumbent also performs peer-to-peer outreach and various administrative support tasks as assigned and maintains office environment. The work requires flexibility and may require night and weekend hours and is performed under the general supervision of the Director, Veterans' Service Agency with leeway provided for independent judgment in dealing with individual clients. Does related work as required.

Status: Permanent
Work Hours: Part-time, days; 19.5-hours / week
Salary: \$19.86 / hour; NYS Retirement System
Location: Tioga County Veterans' Service Agency

Minimum Qualifications (Either):

Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time experience or its part-time equivalent in providing assistance or counseling individuals regarding legal, financial, educational or employment matters in an office setting.

Special Requirement: At time of appointment, must be an honorably discharged veteran who served on an active-duty basis, other than active duty for training purposes.

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

Apply by: Applications will be accepted until the 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.*