

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



Linda Parke Personnel Officer ☎ 607 687 8494 📠 607 223 7074 🌐 www.TiogaCountyNY.gov

NOTICE OF VACANCY

Director of Veterans' Service Agency

Date of Issue: 12/20/2024. This is an administrative position involving responsibility for planning and directing the activities of the county veterans' service program. Work involves the compliance of federal, state and local laws in administering Veterans' benefits and the use of regulations and procedures established by the Veterans' Administration or other federal agencies. General supervision is exercised over the work of all Veterans' Service Officers and clerical employees. The work is performed without supervision in accordance with general policies as outlined by the County Legislature. Does related work as required.

The title of Director of Veterans' Service Agency is Non-Competitive, requiring applicants to meet minimum qualifications established for the position. A criminal background check** is required.

Status: Permanent

Work Hours: Full time, days; 35-hours / week

Salary: \$51,740 - \$61,740/ year; (2025) (Management/Confidential); 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 diploma **AND either:**

- a. Four (4) years of full-time work experience or it's part-time equivalence in personnel, business administration, or closely related field in which two (2) years must have been involved with providing direct assistance or counsel to individuals in resolving financial, legal, employment, or benefit claims **OR;**
- b. An equivalent combination of training and experience as defined by the limits of (a).

SPECIAL REQUIREMENT: New York State Executive Law requires that an individual appointed as director of local veterans' services be a veteran as defined by New York State Statute. A veteran is described (Article 17, Section 350 Executive Law) "a person, male or female, resident of this state, who has served in the active military or naval service of the United States during a war in which the United States engaged and who has been released from such service otherwise than by dishonorable discharge, or who has been furloughed to the reserve." **DD214 documentation is required at time of application.**

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.*