

Personnel and Civil Service

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



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Bethany O'Rourke Personnel Officer

NOTICE OF VACANCY VETERANS' SERVICE OFFICER

Date of Issue: 12/15/21. 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 various administrative support tasks as delegated and maintains office environment. The work 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.

This is long-term, temporary employment. The title of Veterans Service Officer 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.

Status: Temporary (1/3/2022- 9/6/2022); provisional

Work Hours: Part time; 17 hours / week

Salary: \$17.81 / hour

Location: Tioga County Veterans' Service Agency

Minimum Qualifications: 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, during a time of war in which the United States was engaged.

Apply Online Use our "Online Application Tool":

<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.