

# Greene County Veterans' Service Agency

## Job Announcement – DIRECTOR OF VETERANS' SERVICE AGENCY

**Salary Range: \$63,000 - \$70,000 yearly**

This position is responsible for the administration, direction and coordination of the activities of the veterans' service program for the County. The incumbent will apply federal, state, and local laws to assist veterans with pensions, welfare, and relief of the individual factors contributing to maladjustment and dependency. The work is performed under general supervision of the County Administrator in accordance with policies established by the County Legislature with wide leeway allowed for the exercise of independent judgment in the day-to-day activities of the Veterans' Service Agency. Does related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of federal, state, and local laws pertaining to veterans' benefits and services; Thorough knowledge of forms, methods, procedures, and records necessary for the processing of veterans' benefit claims; Ability to communicate effectively both verbally and in writing and in carrying out policies and procedures; Ability to organize, supervise, and direct the work of others; Ability to maintain effective working relationships with the veterans, staff, and community and provider agencies; Ability to maintain a high standard of professional ethics; Good judgment; Willingness to accept responsibility; Resourcefulness; Interest in veterans' issues; Tact, courtesy, and sound judgment.

**MINIMUM QUALIFICATIONS:** Candidate must be a veteran of the armed forces as defined in New York state statute\* **AND**

- A. Possession of an Associates Degree or higher and two (2) years of experience in examining, investigating, evaluating, or reviewing claims for benefits and/or assistance, one (1) year of which must have been in a supervisory capacity; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in examining, investigating, evaluating, or reviewing claims for benefits and/or assistance, one (1) year of which must have been in a supervisory capacity; **OR**
- C. An equivalent combination of training and experience as defined by A and B above.

\*A veteran is defined in Section 1 of the New York Veterans Service Law as "a person who served on active duty in the uniformed services of the United States, or in the army national guard, air national guard, or service as a commissioned officer in the public health service, commissioned officer of the national oceanic and atmospheric administration or environmental sciences services administration, cadet at a United States armed forces service academy, and who has been released from such service under other than dishonorable conditions."

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

### **SPECIAL REQUIREMENTS:**

1. At the time of appointment, the incumbent must have possession of valid New York State driver's license appropriate to the vehicle(s) operated and must maintain that license throughout employment.
2. Any county director shall take all steps necessary to be accredited as a veterans' service organization (VSO) representative within eighteen months appointment. Accreditation shall mean the authority granted by the United States Department of Veterans Affairs to assist veterans and their family members in the preparation, presentation, and prosecution of claims for benefits pursuant to section 5902 of Title 38 U.S.C. and section 14.628 of Title 38 Code of Federal Regulations. Once an application for accreditation is approved by the General Counsel of the United States Department of Veterans Affairs and the applicant is notified of this action, the director of the county veterans' service agency shall file a copy of the accreditation certificate from the appropriate veterans' service organization with the commissioner of the department. Such accreditation shall be maintained during the duration of his or her status as a director of such county veterans' service agency. The commissioner of the department may determine that a satisfactory completion of a course of instruction on veterans' benefits approved by the United States Department of Veterans Affairs and conducted by the department may fulfill such requirements. During the time a director is working toward accreditation, such individual may provide services to veterans and their family members other than the preparation, presentation, and prosecution of claims for benefits under federal statutes and regulations.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

### **Applications can be obtained at:**

<https://www.greeneconomy.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or [hr@greeneconomy.gov](mailto:hr@greeneconomy.gov).

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.