

GREENE COUNTY HUMAN RESOURCES
411 Main Street, Catskill, New York 12414
Phone: (518) 719-3775 * Fax: (518) 719-3772 * hr@greencountyny.gov

NOTICE OF VACANCY

DEPARTMENT: VETERANS SERVICE AGENCY
JOB TITLE: VETERANS BENEFITS REPRESENTATIVE (part-time)
HOURLY RATE: \$23.91 (Grade 11, Step 0)
POSTING DATE: AUGUST 1, 2024
DEADLINE: AUGUST 7, 2024

This is a part-time, provisional appointment. Permanent appointment is contingent upon Civil Service examination.

This position involves the responsibility for assisting Veterans, active members of the armed forces, their families, and survivors with the preparation and processing of claims and applications to the Department of Veterans Affairs and other government bodies. The incumbent conducts interviews with the Veteran and/or their family members to determine the appropriate program benefits and ensures that the proper application forms are processed to assure that the greatest benefit is accorded the Veteran and their family members. The work is performed under the general supervision of the Director of the Greene County Veterans Service Agency, with wide leeway allowed for the exercise of independent judgment in carrying out the specific requirements of the program. Supervision is not a function of this position other than to prepare documents for processing by members of the clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS: Candidate must be a Veteran* of the armed forces

AND

A. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree or higher **and** one (1) year of experience in examining, investigating, evaluating, or reviewing claims for benefits and/or assistance related to military or Veterans affairs;

OR

B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of honorable service in any branch of the U.S. Military which shall have included clerical, administrative or other experience which involved work related to military or Veterans affairs.

OR

C. An equivalent combination of training **and** experience as defined by A and B above.

*A Veteran is described (Article 17, Section 350 New York State 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."

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. At time of appointment the incumbent must be eligible for VA accreditation, as an agent, attorney, or representative of a VA-recognized Veteran's service organization to assist in the preparation, presentation, and prosecution of a claim for VA benefits in accordance with 38 U.S.C. §§ 5901-5902, 5904; 38 C.F.R. § 14.629.

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 drug screen and a background check.