

# Greene County Veterans Service Agency

## Job Announcement – Veterans Benefits Representative (part-time)

**HOURLY RATE: \$23.91 (Grade 11 Step 0)**

*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.

**TYPICAL WORK ACTIVITIES:** (The typical work activities listed below are illustrative only. Incumbents in this title may perform some or all of the following, as well as other related activities not described).

- Reviews and evaluates eligibility requirements of Veterans and family applicants for Veteran's benefits offered by the Department of Veterans Affairs and other government bodies;
- Assists the applicant in the preparation and processing of claims for government benefits;
- Determines the need for supportive services including outreach and dissemination of information and making referrals as necessary;
- Performs various research tasks to develop alternative benefit sources for applicants;
- Prepares a variety of documents, records and reports to support the requirements of the benefits programs offered;
- Develops and maintains working relationships with staff, community organizations and other interested groups to develop additional resources for applicants;
- Assists in the maintenance of Agency files and records;
- Works with the accounting function of the Agency to assure the maintenance of proper statistical and financial records;
- Operates computerized equipment for the purpose of entering, maintaining and utilizing information and records related to the program;
- May assist in the public information and education efforts of the Veterans' Service Agency as it relates to the intent and focus of benefit programs;
- May assist Veterans in obtaining GI Bill and other education benefits;
- May assist applicants to transition into meaningful employment by developing linkages and collaborating with employers in the public or private sector;
- May review client applications to determine eligibility for Workforce Investment Act (WIA);
- Veterans Opportunity to Work (VOW), job training or skill development programs;
- Attends public Veterans' events, annual training, and conferences.

**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 possess a 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.

**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:**

[GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2024.pdf \(greenegovernment.com\)](#)

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