

ASSISTANT DIRECTOR OF VETERAN'S SERVICE AGENCY

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position provides administrative support to the Director of the County's Veteran's Service Agency. The incumbent provides advice and counsel to the agency's clientele and assists in the supervision of the agency staff. He/she will exercise independent judgment in areas of responsibility and concern, and may act as Director in his/her absence.

TYPICAL WORK ACTIVITIES:

Interviews persons in need of assistance;

Makes necessary contacts per telephone or in person with various State and Federal agencies relative to claims and benefits to which Veterans and their dependents are entitled;

Executes and completes various forms in connection with the work;

Secures information and evidence necessary for the proper development and presentation of claims;

Establishes contact between persons in the service and their families; (may include home visits);

Maintains records and prepares reports;

Assists with a variety of administrative duties which may include oral presentations to various Veteran's organizations;

Assists in budget preparation.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITY AND/OR PERSONAL

CHARACTERISTICS: Thorough knowledge of federal, state and local laws pertaining to Veterans' benefits and services; good knowledge of various services available to Veterans; demonstrated ability in public relations; good judgment; emotional maturity willingness to accept responsibility; resourcefulness; interest in Veterans' problems; tact.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

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MINIMUM QUALIFICATIONS:

Candidates must meet the Military, Education and Experience Requirements defined below:

Military Service Requirement: Must have served a minimum of ten years active duty in the United States Armed Forces and must be an honorably discharged wartime Veteran.

Education requirement:

- Possession of an Associate's degree.

Experience Requirement:

15 years of military experience, of which 5 years must have been in an officer or senior non-commissioned officer position. Five (5) years of applicable supervisory experience in a human service, public administration or similar position may be substituted for the 5 years in a non-commissioned officer position, OR

Minimum 10 years military, plus 5 years of management/supervisory experience outside of military.

NOTE: For appointment and continued employment candidates must possess a valid New York State Motor Vehicle Driver's License

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/U.S. 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.

Non-Competitive

Approval Pre 1972

Revised 12/8/83, 3/21/95, 3/21/00, 8/4/10, 2/7/12, 10/27/23

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.