



Our Future Starts  
With *you!*

**POSITION:** Veterans Service Officer II

**DEPARTMENT:** Albany County Veterans Service Bureau

**SALARY RANGE:** \$65,000

**WORK LOCATION:** 100 Heritage Ln, 5<sup>th</sup> Floor, Albany, NY 12211

**BENEFITS:**

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

**RESPONSIBILITIES:**

Work activities arise from providing training to junior Veteran service officers, as directed by the Director and via inquiries by Veterans or dependents regarding their rights under state or federal laws. Assists in the professional development of junior Veteran service officers as cases and opportunity permit. Positions in this class are distinguished from those of lower level positions by the greater complexity, responsibility and difficulty of the work required. Does related work as required and is in the best interest of the Veteran or family and to the development of junior Veterans service officers.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma one (1) year of paid experience in interviewing and/or assisting individuals regarding personal problems. To be eligible for appointment, a candidate must be an honorably discharged veteran as defined by New York State Executive Law and have served during a time of war as defined by Section 85 of New York State Civil Service Law.

**POINT OF CONTACT FOR INQUIRIES:**

[Scott.Leslie@albanycountyny.gov](mailto:Scott.Leslie@albanycountyny.gov)

