



Our Future Starts
With *You!*

POSITION: Veterans Service Officer II (HELPS)

DEPARTMENT: Albany County Veterans Service Bureau

SALARY: \$68,959

WORK LOCATION: 420 Western Ave., Albany, NY 12203

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ Health, Dental, Vision and Hearing
- ▶ NYS Retirement System
- ▶ Tuition Reimbursement
- ▶ Work-Life Balance
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

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 and one (1) year of paid experience in interviewing and/or assisting individuals regarding personal problems.

SPECIAL REQUIREMENT:

- 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;
- Must possess American Legion Veteran Service Officer accreditation at time of appointment and throughout employment.

POINT OF CONTACT FOR INQUIRIES:

Scott.leslie@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

