



Our Future Starts
With *you!*

POSITION: Veterans Service Officer I (HELPS)

DEPARTMENT: Albany County Veterans Service Bureau

SALARY: \$54,351

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 inquiries by Veterans or dependents regarding their rights under state or federal laws. Work is performed under the administrative and technical direction of a higher-grade service officer who reviews work and provides assistance on unusual cases. VSO 1 will schedule and conduct appointments, maintain logs in VETPRO and ensure accuracy of their work. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

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.

Please submit a resume and DD-214 with this application.

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.

