

**COUNTY OF TIOGA**  
**DEPARTMENT OF PERSONNEL AND CIVIL SERVICE**

56 Main Street – Owego, New York 13827 – Tele: (607) 687-8494 – Fax: (607) 223-7074



**NOTICE OF VACANCY**  
*Issued: 08/23/16*  
**VETERANS' SERVICE OFFICER**

The work involves assisting veterans and their dependents by performing counseling duties and aiding clients in obtaining benefits to which they are entitled under federal, state or local laws. The incumbent also performs various administrative support tasks as delegated and maintains office environment. The work is performed under the general supervision of the Director, Veterans' Service Agency with leeway provided for independent judgment in dealing with individual clients. Does related work as required.

The title of Veterans' Service Officer is a **Competitive position**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2017.** Pending a criminal background check\*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list

- Status:** Provisional
- Work Hours:** Part time, days; Approximately 17-hours per week
- Salary:** \$15.98 / hour
- Location:** Tioga County Veterans Service Agency, Owego

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma and one-year of full-time paid experience or its part-time equivalent in providing assistance or counseling individuals regarding legal, financial, educational or employment matters in an office setting.

**SPECIAL REQUIREMENT:** At time of appointment, must be an honorably discharged veteran who served on an active duty basis, other than active duty for training purposes, during a time of war in which the United States was engaged.

**Apply to:** Tioga County Department of Personnel & Civil Service  
56 Main Street, Owego, NY 13827  
607-687-8206 or 8494 (p); 607-223-7074 (f)  
[www.tiogacountyny.com](http://www.tiogacountyny.com)

**Application Deadline**

**for Vacancy Posting: Applications will be accepted until position has been filled**

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

*\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.*