

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE



COUNTY OFFICE BUILDING
PO BOX 636
WAMPSVILLE, NY 13163
(315) 366-2341 (Phone)
(315) 366-2725 (Fax)

Eileen M. Zehr
Personnel Officer
eileen.zehr@madisoncounty.ny.gov

Ryan D. Aylward
Director of Labor Relations
ryan.aylward@madisoncounty.ny.gov

VACANCY ANNOUNCEMENT

VETERANS SERVICE COUNSELOR

(*COUNTY APPLICATION REQUIRED*- Go to: <https://madison-portal.mycivilservice.com/>)

*****Please submit a DD-214 along with the County Application.*****

Veterans Service Counselor sought for full-time position with the Madison County Veterans Service Agency. An employee in this class assists veterans and their dependents in the preparation and pursuance of claims for benefits under Federal, State or local laws. The work involves developing original and reopened claims by obtaining medical and legal documentation, assisting in the preparation of claims and appeals, and explaining rights and benefits under the law. The work is performed under the general supervision of the Director of the Veterans Service Agency according to established procedures and policies. The incumbent does related work as required.

*****THIS IS A TESTED CIVIL SERVICE POSITION*****

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Two years of full-time paid, or its part-time equivalent, experience examining and processing claims for benefits under a program with established criteria; or
- (b) Two years of full-time paid, or its part-time equivalent, general clerical experience involving substantial client and/or public contact; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: Study in a regionally accredited college, university or business school or one registered by New York State may be substituted for the experience on a year for year basis.

SPECIAL REQUIREMENT: Candidate must be an honorably discharged wartime veteran (DD-214) at the time of application.

2022 Hire Rate: \$19.92/hr; (37.5 hrs/wk)

Application Deadline: 1/20/2022

EOE