

COUNTY VETERANS DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is work of a routine nature involving counseling veterans and their families and assisting them to take advantage of rights and benefits. General direction of an administrative nature is received from the County Executive and general policy and technical direction is received from the New York State Veteran's Representative. Direction is given to Veterans Assistants. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists veterans and members of their families relative to educational training and re-training services and facilities, health, medical, and rehabilitation services, provisions of federal, state and local laws and regulations affording special rights and privileges, unemployment and re-employment services, etc.;

Makes contacts with state and federal agencies relative to claims and benefits;

Secures information and evidence necessary for the proper presentation of claims;

Establishes and maintains liaison with local veteran, industrial, business, civic, government and other organizations providing for benefits for veterans;

Supervises the maintenance of records and the making of reports;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of federal, state and local laws pertaining to veterans; good knowledge of various services available to veterans; working knowledge of individual counseling techniques; familiarity with the principles and practices of administration; ability to deal with people effectively.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and one (1) year of responsible experience which primarily consists of counseling or assisting individuals regarding legal, financial or placement problems.

SPECIAL REQUIREMENT: Pursuant to New York State Executive Law, Section 1, as amended by Chapter 43 of the Laws of 1996, any director of a county veterans service agency appointed after 4/19/96 shall be a veteran as defined in New York statute. The definition of veteran, in this instance, is not controlled Section 85 of the Civil Service Law. Rather, the definition of veteran of this purpose is controlled by Executive Law. In Article 17, Section 350 of Executive Law, a veteran is described as someone who served "in the active military or navel service of the United States during a war in which the United States was engaged and who has been released from such service otherwise than by dishonorable discharge, or who has been furloughed to the reserve."