

# HERKIMER COUNTY JOB OPENING

**Department:** Veterans' Service Agency

**Title:** Veterans Service Officer  
*Permanent Position, Full-time Opening*

**Salary:** \$35,000 (2025 base pay rate)

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for case coordination, counseling, and processing of claims for veterans and their dependents. The incumbent is responsible for exercising sound professional judgement and knowledge in the processing of claims, completing interviews and assessments to discern needs of the veteran, and making referrals for veterans as deemed necessary. The work is performed under the general supervision of the Director of Veterans Services. The incumbent performs related work as required.

## MINIMUM QUALIFICATIONS:

- Either:** (A) Possession of Associate's Degree and two (2) years of experience in counseling, human services, or related experience;
- Or:** (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in counseling, human services, or related experience.

## SPECIAL REQUIREMENTS:

- 1) Candidate must be an honorably discharged veteran.
- 2) Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

## NOTES:

Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

**CONTACT:** *for further information:*

Richard Louis Jr., County Director Veterans' Service Agency  
Herkimer County Veterans' Service Agency  
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315-867-1127

Please Post for 10 Working Days (6/13/2025 through 6/26/2024)