



NIAGARA COUNTY JOB POSTING

DATE POSTED: 8/18/25 DEADLINE: 8/31/25

POSITION TITLE/ #: Veterans' Service Officer #11065

POSITION CLASS: Non-competitive

PAY RATE: \$26.38 - \$30.51 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: County Clerk

WORK LOCATION: Courthouse

POSTINGS FOR CURRENT EMPLOYEES:

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or civilservice@niagaracounty.com.

STATUS FOR CURRENT EMPLOYEES: Permanent

Submit letter of interest and resume to:

NAME: Ashlee Pappas

ADDRESS: 175 Hawley Street, Lockport, NY 14095

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: Permanent

DESCRIPTION: For a complete job description and minimum requirements please visit:

https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

Counsels veterans and processes applications for securing benefits for veterans and their dependents. Works under the supervision of the Veterans' Service Director who reviews work for effectiveness and compliance with laws and procedures. May supervise support staff. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and two (2) years of experience in counseling veterans in legal, financial, or job related issues; OR

2. Four (4) years of experience counseling veterans in legal, financial, or job related issues.

SPECIAL REQUIREMENTS:

1. Candidates must be a war-time veteran as defined by Article 17, Section 350 of the New York State Executive Law;

2. Must obtain and maintain accreditation by the US Department of Veteran Affairs within eighteen (18) months of appointment;

3. Must provide a certified copy DD-214 showing separation from active duty under honorable conditions, and such document shall remain on file in the Office of the Niagara County Clerk;

4. Must possess and maintain a valid NYS Drivers throughout employment.

Apply electronically at: <https://niagara-portal.mycivilservice.com/> or submit paper applications to: Niagara County Human Resources, 111 Main Street – Suite G2, Lockport, NY 14094

Applications, Job Specifications, Job Postings & Exam Announcements can be found here:
<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer
Form Revised 4/4/2023