



Assistant Director of Veterans' Services

Seeking a Veteran to work part time, 25 hours a week, in the Wyoming County Veterans' Services Office assisting Veterans and their dependents in obtaining benefits to which they are entitled under federal, state or local laws. Performs various administrative support tasks and maintains the smooth operation of office. Must possess an Associate's degree and one (1) year of business, personnel or administrative experience preferably with Veterans or members of the armed forces in giving counsel and assistance to individuals in personal, legal, financial, employment or benefit claims; **or** High School diploma or equivalency with three (3) years of experience defined above; or an equivalent combination of training and experience as defined above. Experience working on a computer necessary. Preference will be given to an honorably discharged Veteran. Knowledge of basic principles and practices of counseling along with good public relations skills and understanding of Veterans' affairs with various civic groups and the general public helpful.

Exceptional part time benefits including Health insurance, NYS retirement and paid time off.
To apply, go to www.wyomingco.net and submit the original application to:

Wyoming County Human Resource
Thomson Hall
338 North Main Street
Warsaw, NY 14569
EOE