

# Jefferson County **VETERANS' SERVICE COUNSELOR**



The Jefferson County Department of Veterans' Services is seeking a skilled Veterans' Service Counselor to manage the preparation and pursuit of benefits under federal, state, and local laws. This role requires a professional capable of interpreting complex regulations and analyzing the merits of various claims, including pensions, disability compensation, and medical care. The successful candidate will be responsible for obtaining critical documentation, assisting with formal appeals, and maintaining comprehensive case records. If you possess a strong working knowledge of veterans' resources and excel at establishing effective working relationships with both clients and government agencies, we encourage you to apply.

**Salary Range:** \$24.62 - \$30.40 per hour

**Excellent fringe benefits include:**

- NYS Retirement
- Deferred Compensation
- Sick Leave
- Paid Vacation
- Comprehensive Health Plan, Including Vision
- Dental Insurance
- Flex Spending Account
- Candidates may be eligible for the Public Service Loan Forgiveness program

**MINIMUM QUALIFICATIONS: Either**

A) Completion of two years (60 semester credit hours) of study in a regionally accredited or New York State registered college or university; or

B) Graduation from high school or possession of a high school equivalency diploma and two years experience in examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits, insurance or similar program operating under established criteria for eligibility; or

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

**SPECIAL REQUIREMENT:** Must be a veteran who served in the active military or naval service of the United States during time of war in which the United States was engaged and who has been released from such service with honorable discharge or the spouse of a veteran or the spouse of an active duty member.

Appointees will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate their ability to meet the transportation needs of the job.

**Note:** Must be able to obtain and maintain accreditation by a National Service Organization during the course of employment.

**Applications will be accepted until the position is filled,  
first review of applicants will be January 16, 2026.**

**Civil Service Exam is required for permanent appointment.**

**Apply online on our Employment Portal:** <https://jefferson-portal.mycivilservice.com/>

**Or send a paper application and resume to:**

Jefferson County Dept. of Human Resources, 175 Arsenal St. Watertown, NY 13601.

\*Jefferson County is an Equal Opportunity Employer\*

