

**DEPARTMENT OF VETERANS' AFFAIRS  
Employment Opportunity**

**CONNECTICUT CAREERS TRAINEE  
TARGET CLASS  
VETERANS SERVICES OFFICER**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE**

Open to: The Department of Veterans' Affairs is recruiting for a **Veteran** to work in a trainee position working towards the target class of Veterans Services Officer

Location: Second Congressional District Office, 100 Broadway, City Hall, Norwich, CT 06360

Experience and Training: Possession of a Bachelor's or Master's degree.  
Please see Special Requirements below.

Salary: Connecticut Careers Trainee – Bachelor's Degree \$44,270 (\$1,696.17 biweekly),  
The trainee period will be for one (1) year. Veterans Services Officer has a starting salary of \$60,849.

Position: 3217

Closing Date: June 24, 2015

Examples of duties: Act as an advocate for veterans, their spouses and dependents eligible to receive a full range of veterans benefits; interview, counsel and advise veterans regarding available benefits and services; conduct outreach program to veterans, their spouses and dependents through visits to nursing homes, convalescent homes, hospitals and home visits; assist in setting up screening appointments and provides transportation as necessary; advise veterans of services available regarding employment and reemployment services; provide information on federal and state education programs; attend hearings and may represent veterans before administrative review bodies in regard to veteran benefit issues.

**Special Requirements:**

1. Must satisfy one of the following:
  - a. Served in time of war for at least ninety (90) days, unless separated from service earlier because of a service connected disability.
  - b. Received an honorable discharge from or released under honorable conditions from active service in the Armed Forces as defined in accordance with Section 27-103 of the Connecticut General Statutes.
  - c. Awarded the Armed Forces Expeditionary Medal for service in the armed forces.
2. Incumbents in this class will be required to complete a course in veteran's benefits within one (1) year of employment and must be accredited by the U. S. Department of Veterans Affairs.
3. Incumbents in this class may be required to travel.

Application Procedure: Interested candidates must submit a cover letter referencing above position, State Application CT-HR-12 and evidence to satisfy one of the military requirements listed above (State employees must include copies of their last two performance appraisals) to:

**Department of Veterans' Affairs  
Human Resources  
287 West St.  
Rocky Hill, CT 06067  
Fax (860) 616-3536**

**ELIGIBLE RE-EMPLOYMENT/SEBAC CANDIDATES WILL BE GIVEN FIRST CONSIDERATION IN FILLING THIS VACANCY**