



EXAMINATION OPEN TO THE PUBLIC
VETERANS SERVICES OFFICER

ANNUAL \$55,684
SALARY: \$71,009

SALARY
GROUP: SH 22

APPLICATION CLOSING
DATE: MARCH 26, 2013

EXAM
NO: 130210CDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Veterans Affairs this class is accountable for independently providing a full range of advocacy services to veterans, their spouses or eligible dependents regarding veterans benefits.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MARCH 26, 2013**:

GENERAL EXPERIENCE: Five years of technical experience in social or health care service programs involving direct client contact.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENTS: (1) Incumbents in this class must satisfy one of the following: (a) Served in time of war for at least ninety days, unless separated from service earlier because of a service connected disability; (b) Received an honorable discharge from or been released under honorable conditions from active service in the Armed Forces as defined in accordance with Section 27-103 of the Connecticut General Statutes; or (c) Been 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 veterans benefits within one year of employment. (3) Incumbents in this class may be required to travel. **(In order to be admitted into this examination, you must submit documentation from the military indicating that you meet the special requirement outlined in #1.)**

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of relevant state and federal laws, statutes and regulations; knowledge of and ability to coordinate available support and social services including veterans community resources; basic knowledge of economic, social, medical, environmental, psychological and emotional factors which influence attitudes, behavior and health of veterans and their families; considerable interpersonal skills; oral and written communication skills; ability to interpret and apply relevant agency policies and procedures; ability to interpret and apply complicated technical materials; some ability to collect statistical data.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **(In order to be admitted into this examination, you must submit documentation from the military indicating that you meet Special Requirement #1 above.) THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** *Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by March 26, 2013. A separate application form must be submitted for each exam you are applying for.* Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2875). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by May 6, 2013.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.