



# CITY OF BRIDGEPORT, CONNECTICUT

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The City of Bridgeport, CT is now accepting submissions for the position of

## **Veterans Service Officer (Part-Time)**

**Pay:** \$15.00 per hour.

**To Apply:** Please email a cover letter, resume, and three (3) professional references (name & contact only) to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Position is open until filled.** Any/all changes shall be at the discretion of the City of Bridgeport).

### *Municipal Profile*

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

### **GENERAL STATEMENT OF DUTIES:**

The Veterans Service Officer will provide needs assessment, counseling, information and referral and follow-up to Bridgeport area veterans. The Officer will be responsible for completing all intake forms, requests for documents and any other related forms and reports. S/he will assist the Director and/or designated department authority/designee in compiling, information for reports, staffing the office and other related duties as assigned.

**SUPERVISION:** This position does not supervise.

### **TYPICAL TASKS OR ASSIGNMENTS:**

Registers veterans with the office; completes all appropriate intake forms. Counsels veterans on benefits to which they may be entitled. Assist veterans in completing appropriate forms. Requests military and medical documentation and expedites receipt of claims from the Veterans Administration. Provides assistance, services and advice to those veterans in civilian life, residing in the VA Hospital or still in the Armed Forces. Represents the Office of Veterans Affairs at meetings of veterans groups, parades, ceremonies and other organizations and events as assigned by the Director. Assists the Director in overseeing the veterans transportation program.

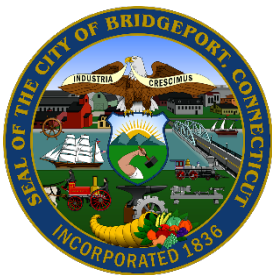
### **REQUIRED QUALIFICATION, KNOWLEDGE, SKILLS AND ABILITIES**

- Must be a Veteran honorably discharged from one of the Armed Forces.
- Excellent interpersonal and communication skills.
- General computer and computation skills
- Good writing and organizational skills.
- Knowledge of Bridgeport area and the surrounding non-profit organizations is helpful.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:  
CIVIL SERVICE COMMISSION  
45 LYON TERRACE  
BRIDGEPORT, CT 06604



**CITY OF BRIDGEPORT, CONNECTICUT  
CIVIL SERVICE COMMISSION**

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

**Non-Competitive/Seasonal Employment Application**

Position Applied for		Date	
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APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT								
Company					Phone			
Address					Supervisor			
Job Title								
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>			

Company					Phone			
Address					Supervisor			
Job Title								
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>			

Company					Phone			
Address					Supervisor			
Job Title								
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>			

IN CASE OF EMERGENCY, PLEASE NOTIFY:					
Name:			Name:		
Relationship:			Relationship:		
Home Phone:			Home Phone:		
Work Phone:			Work Phone:		
Cell Phone:			Cell Phone:		

DISCLAIMER AND SIGNATURE		
Signature		
Date		

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

*For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.*

GENDER:        Male        Female

ETHNICITY:     Asian        Black (Non-Hispanic)     Hispanic     White     Other: \_\_\_\_\_