

BRADFORD COUNTY VETERANS' SERVICE OFFICER: Military veteran as evidenced by separation papers or DD 214. Preference will be given to military pay grade of E-7 or above, and/or administrative experience. High School diploma, or equivalent, required. Completion of forms and documents using computer and veteran's automated system required. Drivers License required. Provide complete, accurate, and professional benefits counseling and service in a courteous and respectful manner to all persons who inquire or ask for assistance. Counsel and assist veterans and family members in applying for U.S. Department of Veterans Affairs entitlements, Medicaid, Medicare, and other third party income sources. Perform other related duties as required, to include, but not limited to attendance at conferences, meetings, training, and seminars. This is a part-time county position (3 days per week), pay \$16.50 per hour. Applications may be obtained at the Office of County Manager or from our website www.bradfordcountyfl.gov

Closing date: 4:00 p.m. June 15, 2010.

EQUAL OPPORTUNITY EMPLOYER

BRADFORD COUNTY VETERANS' SERVICE OFFICER

The veterans' service officer must be a veteran who served as a member of the Armed Forces of the United States during a period of war, as defined in Title 38, U.S.C.; who served at least 18 months' active duty in the Armed Forces; and who was separated from such service under honorable conditions, or the surviving spouse of any such veteran. (F.S. 292.11) APPLICANT MUST PROVIDE COPY OF HONORABLE DISCHARGE FROM WARTIME SERVICE.

NATURE OF WORK: Responsible supervisory work in the operation of the Veterans' Service Office to assure efficient service to veterans and their dependents and widows.

SALARY: This is a part-time position, two days per week, \$100.00 per day.

DESCRIPTION OF DUTIES:

- Directs the establishment and implementation of all standard operating procedures for the Veterans' Service Office.
- Promotes community knowledge and understanding of office activities through contact with the general public, civic groups, veteran groups, state and local officials and local newspapers.
- Advises and assists veterans and/or their dependents in preparing and presenting claims for disability compensation, pension and for other benefits to which they may be entitled under Federal and State Statutes.
- Prepares claim forms and briefs and assembles pertinent information to establish the validity of the veterans' or family members' claim under pertinent rules and regulations.
- Contacts doctors and other individuals relative to furnishing pertinent affidavits and evidence to support claims for pension, disability or other entitled benefits.
- Acts as an advocate for veterans and their dependents. Maintains contact with State Service Officials to ensure that all claims filed with the Department of Veterans' Affairs (DVA) are properly adjudicated.
- Responds to telephone inquiries concerning all DVA benefits for veterans and/or their dependents.
- Reviews correspondence received regarding claims to ensure that veterans obtain proper evaluation of their disabilities or basic entitlements of DVA benefits.
- Assists and prepares appeals for claims sent to the DVA Regional Office or to the Court of Veterans' Appeals in Washington, D.C.
- Coordinates medically related problems with the representatives of area DVA Medical Centers and Community Based Outpatient Clinics.
- Assists and prepares proper forms to ensure qualified veterans' are enrolled in the DVA Health Care System.
- Assists and prepares appeals for discharge review by the military Armed Forces Review Board in Washington, D.C.
- Assists and prepares request for or appeals for "Waivers" of overpayment of entitlements for veterans and/or family members.
- Visits homebound, nursing home and hospitalized veterans to assist with claim processing or other related matters.

(Description of duties continued)

- Contacts employers relative to employment opportunities for veterans or to direct the veteran to the proper agency.

(These duties are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS AND ABILITIES:

- Continuously maintain current and considerable knowledge of the laws, rules and regulations governing veterans' benefits under Federal and State Statutes.
- Maintain proficiency in the current principles, practices and techniques for counseling a variety of clients.
- Maintain ability to exercise good judgment in counseling and assisting in the solution of veterans' problems.
- Maintain knowledge of various community agencies/services available to aid veterans' and/or their family.
- Ability to prepare an annual budget request and projections for submission to the Chief Administrator and the Board of County Commissioners during annual budget hearings.
- Proficient in the art of written and oral communications.
- Basic knowledge of computer operations to include typing abilities.
- Ability to determine priorities and follow through for proper completion.
- Ability to establish and maintain effective working relationships with other employees, veterans, their dependents, civic groups and the general public.
- Perform other duties as required.
- Accountable to the Board of County Commissioners

EDUCATION/EXPERIENCE REQUIREMENTS:

- Two (2) year degree from an accredited university, college or community college and two (2) years experience in counseling, interviewing, social services, public or business administration, handling veterans' affairs or similar responsible experience

OR

High school diploma or equivalent and four (4) years of administrative experience.

LICENSING/CERTIFICATION/REGISTRATION/SPECIAL REQUIREMENTS:

- Must attend and successfully complete initial training period (one week), and annual training and certification (four days) presented by the Florida Department of Veterans' Affairs.
- Must have a valid drivers' license and reliable transportation.