VETERANS SERVICE OFFICER

Incumbent serves as Veterans' Service Officer for the Wabash County Veterans' Service Office, responsible for providing assistance and information to eligible veterans, their spouses, dependents, and/or survivors.

Performs duties according to guidelines established by the Department of Veterans Affairs. Duties are complex in nature and require careful consideration if new and/or unusual circumstances. Incumbent exercises judgment in assessing individual needs, filing claims for benefits, and referring services to veterans, their spouses, dependents, or survivors.

Applies specialized knowledge of veterans' services and benefits in meeting the needs of veterans, their spouses, dependents, and/or survivors, exercising independent judgment in interpreting and applying rules, regulations, and legal requirements to individual cases.

Assist veterans, their spouses, their dependents in preparing claims to be presented before the Veterans Administration (VA), including claims of disability, healthcare, education, or pension for benefits under federal, state, or local laws. Prepares and maintains veteran records and submits claims and correspondences as required.

Supervises office staff, coordinates with the VA and other government agencies, attends Veterans Organization meetings, attends quarterly VAMC meetings, prepares, files and processes applications, plans and conducts ceremonies at schools and public places to commemorate events (Veterans Day/Memorial Day).

High school diploma, GED; Bachelor's degree, preferred. An honorably discharged veteran who has had a least 8 years of active-duty service in the armed forces of the United States and a citizen of the United States and Indiana.

Job Type: Full-time   M-F   8:00 a.m. – 4:00 p.m

Pay: $43,749.00 per year

Benefits:

- Health insurance   Paid time off
- Life insurance   PERF

Send Resume to: County Coordinator
                               Wabash County Courthouse
                               1 W. Hill St. Ste 202
                               Wabash, IN 46992
                               Email: mshepherd@wabashcoutny.in.gov

                               EEO M/F/D/V