

# PERQUIMANS COUNTY

**Position:** Veterans Service Officer

**Reports to:** County Manager

**Department:** Veterans Services

**Employee:**

## **POSITION DESCRIPTION**

The Perquimans County Veterans Service Officer is an advocate for the veterans and their dependents and survivors regarding benefits established by federal, state, and local regulations. The position of Veterans Service Officer is primarily administrative work involving various veterans programs. The employee assigned to this position exercises independent judgement and initiative based upon the above-referenced regulations. Additionally, the Veterans Service Officer is the overseer of the County Veteran Monument, meaning that he/she procures and places in position the Honor Bricks in the monument walkway. The Perquimans County Veterans Service Officer is subject to the personnel regulations of Perquimans County. This position is part-time; one day per week.

## **JOB DUTIES AND FUNCTIONS**

1. Administers Service Officer responsibilities and coordinates services in compliance with federal, state, and local laws and regulations.
2. Determines preliminary eligibility for for all programs administered by the Veterans Service Office.
3. Provides coordination, liaison, guidance, and counseling to all veterans.
4. Provides assistance and information to veterans, their families and their survivors in filing for veterans' benefits on federal, state, and local levels.
5. Plans, organizes, and directs the operational activities of the office.
6. Contacts other agencies as necessary to ensure accurate, appropriate, and timely benefit applications.
7. Makes contacts and selects proper forms to establish a file for each individual veteran.
8. Represents Perquimans County in speaking to various groups pertaining to Veterans Services.

## **JOB KNOWLEDGE, SKILLS, AND ABILITIES**

9. Maintains current and working knowledge of applicable federal, state, and local laws and regulations pertaining to various veterans service programs.
10. Thorough knowledge of resources available to veterans and their spouses, widows, dependent parents, and children.
11. Ability to communicate effectively orally and in writing.
12. Maintain computer skills necessary to utilize access to federal, state, and local databases and application programs and services.
13. Additional skills and qualifications preferred as designated by 38 Code of Federal Regulations (38 CFR 14.626) pertaining to the Department of Veteran Affairs.

### **MINIMUM EXPERIENCE, EDUCATION AND REQUIREMENTS**

1. Must be a veteran.
2. High school diploma or equivalent.
3. An associates Degree or equivalent years of experience in a veterans service related field desired but not mandatory.
4. Physical requirements include sitting for extended periods of time, bending, stooping, and lifting up to 10 lbs.

### **TRAINING**

The Veterans Service Officer is trained by and works with the assistance of the North Carolina Division of Veterans Affairs, pursuant to General Statute 165-6(8)(9). Those County Veterans Services Officers employed more than 1000 hours per year are eligible for accreditation by the NCDVA. Accreditation by other veterans organization is subject to their requirements. Annual training, at a minimum, is provided with one district school, one NCDVA regional school, and two NCACVSO schools.