

VETERANS SERVICE OFFICER VETERANS SERVICE

POSITION DESCRIPTION

I. Position Summary

The Veterans Service Officer is an elected position through a majority vote by the Columbia County Board of Supervisors. The County Veterans Service Officer (VSO) shall be a Wisconsin Resident who served under active duty under honorable conditions in the Armed Forces of the United States as provided by Chapter 45 of the Wisconsin Statutes. The VSO administers the Veterans services and provides assistance to Veterans dependents and survivors. The VSO also advises persons living in the service officer's county regarding any benefits to which they may be entitled or any complaint or problem arising in or out of such service and render assistance to them and their dependents. This position is non-union in Range 10 of the non-union payscale.

II. Essential Duties and Responsibilities

1. Investigates the eligibility of veterans and dependents for various benefits and pensions including insurance, death pensions, widows and orphans pensions, burial allowances, etc.
2. Counsels veterans, dependents and survivors, informing and advising them in the preparation of applications for loans and grants, educational benefits, compensation, insurance, pensions, dental care and other services.
3. Recommends veterans for medical or hospital treatment.
4. Assists in securing transportation to Veterans Administration facilities for indigent and incapacitated County Veterans.
5. Investigates and makes determination of immediate need regarding applications for assistance from the County Veterans Service Commission.
6. Serves as Executive Secretary to the County Veterans Service Commission.
7. Supervises maintenance of County Veterans Grave Registration.
8. Acts as an advocate for veterans and other eligible persons in obtaining benefits to which they are entitled.
9. Responsible for an annual budget to the Governing Committee and the County Board of Supervisors.
10. Supervises the work of other members of the staff.
11. Cooperates with other County agencies in the performance of duties.
12. Acts as a liaison between Federal, State and local agencies and those desiring assistance.
13. Supervising and coordinating all functions of the department.

III. Educational Requirements

Must meet one of the following:

1. Business or Associate Degree from an accredited college, university, or technical school with a minimum of two years of responsible office experience.
2. High school diploma or its equivalent, and a minimum of four years of responsible office work experience.

IV. Knowledge, Skills, Licensure and Experience Required

1. Knowledge of the various services available to veterans and of federal, state and county laws and/or regulations governing their administration.
2. Knowledge of the supervisory process in planning, organizing and directing the Veterans Service Office programs and staff.
3. Knowledge of basic management practices.
4. Knowledge of administration is desirable.
5. Knowledge and ability to use computer, software and other programs related to Veterans Service and experienced in the use of a variety of computer applications.
6. Ability to work with Board members, public and private officials and with the general public.
7. Ability to present reports and/or presentations in proper oral or written format.
8. Considerable knowledge of laws and regulations relating to veterans affairs.
9. Ability to maintain accurate and complete records and prepare clear and detailed reports.
10. Honorable discharge from a period of active service in any branch of the armed services
11. Valid Wisconsin Driver's license.
12. Expected to maintain automobile liability insurance.

V. Physical Requirements

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking.
2. Visual Acuity.
3. Able to hear normal conversations.
4. Able to communicate orally in a clear matter.
5. Good manual dexterity of hands and fingers.
6. Able to lift/carry/push/pull at least 50 pounds.

This position description is not to be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.

Columbia County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to employees.