

# **ASSISTANT COUNTY VETERAN'S SERVICE OFFICER VETERAN'S SERVICE OFFICE**

## **POSITION DESCRIPTION**

### **I. Position Summary**

The Assistant County Veteran's Service Officer (CVSO) 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 State of Wisconsin Statutes. The Assistant CVSO aids in the administration of the veteran's services and provides assistance to veteran's dependents and survivors. The Assistant CVSO provides information to residents who are Columbia County service veteran's regarding benefits to which they may be entitled or any complaint or problem arising in or out of such service and render to them and their dependents all possible assistance.

### **II. Essential Duties and Responsibilities**

1. Investigates eligibility of veterans and dependents for various benefits and pensions including insurance, death pensions, widows and orphans pensions, burial allowances, etc.
2. Counsils 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. Investigates and makes determination of immediate need regarding applications for assistance from the County Veterans Service Commission.
5. In the absence of the CVSO, serves as Executive Secretary to the County Veterans Service Commission.
6. Supervises maintenance of County Veterans Grave Registration.
7. Acts as an advocate for veterans and other eligible persons in obtaining benefits to which they are entitled.
8. Cooperates with other County agencies in the performance of duties.
9. Assists as a liaison between Federal, State and local agencies and those desiring assistance.
10. Supervising and coordinating all functions of the department in the absence of the CVSO.
11. Carry out other tasks as assigned by CVSO
12. Perform the duties of the CVSO when necessary
13. Prepares and verifies reports
14. Requests documents from other counties and states

### **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. Must be able to perform all duties of the office in the absence of the Veteran's Service Officer

3. Must be able to multi-task
4. Knowledge of the supervisory process in planning, organizing and directing the Veteran's Service Office programs and staff.
5. Knowledge of basic management practices.
6. Knowledge of administration is desirable.
7. Knowledge and ability to use computer, software and other programs related to Veteran's Service and experienced in the use of a variety of computer applications.
8. Ability to work with Board members, public and private officials and with the general public.
9. Ability to present reports and/or presentations in proper oral or written format.
10. Considerable knowledge of laws and regulations relating to veterans' affairs.
11. Ability to maintain accurate and complete records and prepare clear and detailed reports.
12. Honorable discharge from a period of active service in any branch of the armed services
13. Valid Wisconsin Driver's license.
14. 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 to discuss potential accommodations with the employer.