

## NOBLE COUNTY PART TIME JOB OPENING

### VETERANS SERVICE OFFICER

Noble County has a part time job opening for a Veterans Service Officer who is responsible for providing assistance and information to eligible veterans, their spouses, dependents, and/or survivors.

#### DUTIES:

- Assists veterans, their spouses, dependents, and /or survivors with filing applications/claims for benefits.
- Forwards completed forms to VA or appropriate agencies
- Assists in filing appeals if needed.
- Assists in obtaining supporting evidence for benefit applications.
- Maintains confidential records for each client and maintains a log of assistance provided to veterans.
- Maintains frequent communication with IDVA to inquire about delayed benefits, resolves conflicts, and determines appropriate procedures and actions
- Schedules transportation of veterans as needed to medical facilities for required appointments and/or treatments.
- Maintains current knowledge of changes in rules, regulations, and laws pertaining to veterans.

#### JOB REQUIREMENTS:

- High school diplomas or GED
- Must be a citizen of the United States and the state of Indiana, and an honorably discharged veteran, spouse, surviving spouse, parent, or child of same who has at least six months of service in the armed forces of the United States.
- Ability to comply with all applicable hiring and retention requirements of Indiana State Code.
- Familiarity with community resources and service available to veterans.
- Knowledge of rules, regulations, policies and procedures of Veterans Administration Benefits and service programs.
- Ability to effectively communicate orally and in writing with all agencies
- Ability to maintain confidentiality of department information
- Ability to work alone with minimum supervision
- Ability to occasionally work weekends or evenings and occasionally travel out of town for training.
- Ability to serve on call for emergencies.

Interested applicants should apply by filling out a job application located on the Noble County Indiana website under employment information and by downloading the application. Resumes are also welcomed. Applicants can send application and resumes to the Noble County Coordinator at 109 N York St Albion Indiana 46701 or e-mail them to [jackie.knafel@nobleco.gov](mailto:jackie.knafel@nobleco.gov) by the deadline of December 15, 2025.