

VETERAN SERVICE OFFICER

Wabash County has an open position for a Veteran Service Office. This position is full time, Monday -Friday 8:00 a.m. to 4:00 p.m., this is a non-exempt position. Annual salary is \$48,834.00. Wabash County offers health, dental, vision and life insurance. Full job description is available in the HR office.

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. Must be an honorable discharged veteran.

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 active-duty service in the armed forces of the United States and a citizen of the United States and Indiana.

Apply by any of the following methods.

1) Apply on Indeed

2) Send resume to Wabash County HR Director at mshepherd@wabashcounty.in.gov

3) Drop off resume or application to: HR Director 1 W Hill St Suite 202 Wabash IN 46992

Questions call HR Director at 260-563-0661 Ext 1290

EEO M/F/D/V