

## **Starke County Board of Commissioners**

**JOB TITLE: VETERAN SERVICE OFFICER**

### **General Description:**

This position is a part-time position.

The Veterans Service Officer performs administrative work in advising armed forces veterans and dependents of benefits available under federal, state and local laws. Work involves working with veterans in assisting them in determining eligibility for veteran's benefits. This position assists in completing and submitting required forms, obtaining necessary legal documents, medical reports and other data as required by law or in support of a claim.

### **Requirements:**

Applicant should meet the requirements set forth in Indiana Code 10-17-1-9.

Must be familiar with basic computer skills i.e., Microsoft Office word, excel, email, internet research, and ability to learn various veteran records management system.

Must be able to understand local, state and federal programs that can assist the veteran community.

Applicant needs to complete training and pass an examination to become accredited with a nationally recognized veteran service organization to assist veterans and family members prepare and present claims for VA benefits. This is a requirement per 38CFR §14.629. CVSO accreditation is required per Indiana code 10-17-1-9 within one year of hire.

Applicant needs to be able to read and interpret state and federal codes associated with veteran benefits.

### **Duties and responsibilities included but not limited to:**

Files and processes veterans claims; ensures that all paperwork is completed and submitted properly.

Advises persons currently in the armed forces concerning family allotments, hardships status, disability provisions and other armed forces benefits.

Maintain contact with social service officers, law enforcement agencies, various local human service offices, regional Veterans Administration offices, and state institutions for advice and assistance to veterans.

Performs other related duties as required.