

NORTHAMPTON COUNTY LOCAL GOVERNMENT
NOTIFICATION OF POSITION VACANCY

08/30/2019

VETERANS OFFICER (Part Time)

The Human Resources Department is accepting applications for a part time Veterans Officer position in the Northampton County Veterans Office located in Jackson, NC for the coordination of benefits for veterans and their dependents. This position interprets and applies for benefit requirements for pensions, compensations, medical services, rehabilitation training, education and home loans, death benefits and other special provisions.

This position is supervised by the County Manager and is trained by and works cooperatively with a District Officer of the N.C. Divisions of Veterans Affairs

Education/Experience: Graduation from high school and extensive experience with social services or other program administration and/or coordination; or an equivalent combination of education and experience. Prefer an individual with a thorough knowledge of federal procedures, and regulations pertaining to the various veteran's service programs and benefits. A military veteran is a plus.

Apply at the Northampton County HR Department

9467 NC HWY 305

or mail application to:

PO Box 367, Jackson NC 27845

See the complete job description at:

www.northamptonnc.com

Deadline to apply: Open Until Filled

NORTHAMPTON COUNTY APPLICATION REQUIRED

Hourly Rate: \$19.22

Northampton County Is An Equal Opportunity Employer And Hires Only U.S. Citizens And Lawfully Admitted Aliens. Northampton County Is A Drug-Free Workplace. All Candidates Will Be Subject To Background Checks/Drug Testing As A Condition Of Employment.

Veterans Officer

(Part Time)

General Statement of Duties

Performs a variety of administrative work to assist veterans and their families in the County.

Distinguishing Features of the Class

An employee in this class provides coordination of benefits for veterans and their dependents; interprets and applies benefit requirements for pensions, compensations, medical services, rehabilitation training, education and home loans, death benefits and other special provisions. Work also involves establishing and maintaining appropriate records and reports and developing and maintaining the department budget.

Work is supervised by the County Manager and is trained by and works cooperatively with a District Officer of the N.C. Divisions of Veterans Affairs. Work is evaluated through conferences, results of work, reports, and public feedback.

Duties and Responsibilities

Assists veterans and their dependents in applying to the Veterans Administration for pension, compensations, medical services, education and housing loans, death benefits, and other benefits;

Assists veterans with disability applications and assuring that necessary records, medical reports, and materials are collected and submitted;

Coordinates with a wide variety of related forms processing for the purpose of ensuring veterans' services;

Coordinates the provision of social services to veterans and their dependents with a wide variety of social services and community agencies;

Interprets, applies, explains, and researches various regulations and benefits;

Clarifies problems and claims by contacting national, regional, state and district veterans' representative, discussing the options and resolving the issues;

Establishes and maintains a variety of records and reports;

Prepares and administers department budget.

Additional Job Duties

Performs related duties as required;

Prepares and coordinates County newspaper publication.

Knowledge, Skills and Abilities

Thorough knowledge of federal procedures, and regulations pertaining to the various veteran's service programs and benefits;

Thorough knowledge of resources available for and assistance to veterans and their dependents;

Ability to interpret, explain, and apply regulations, procedures and benefits to specific veterans problems;

Ability to communicate effectively in written and oral form;

Ability to plan and organize work to meet deadlines and governmental requirements;

Ability to establish and maintain effective working relationships with County officials, veterans and their dependents, a variety of social service agencies, employees, and the general public;

Ability to deal sympathetically and patiently, but positively and objectively, with veterans and their dependents;

Knowledge of varied rules and regulations pertaining to workplace safety;

Ability to address problematic situations and to enforce major safety rules within the County.

Desirable Education and Experience

Graduation from high school and extensive experience with social services or other program administration and/or coordination; or an equivalent combination of education and experience.

Physical Requirements

Must be able to perform the physical life functions of stooping, kneeling, talking, hearing, and repetitive motions;

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects;

Must possess visual acuity to prepare and analyze data and figures and to perform extensive reading.