

**County of Salem
JOB OPPORTUNITY**

**Veterans' Service Officer – Veterans' Affairs
(Full Time)**

DESCRIPTION: Under close supervision, advise veterans, assists veterans and their families on related veterans' issues, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; formats and key enters/types correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device used by the agency; does other related duties as required.

EXAMPLES OF WORK:

- Confers with veterans and their families on veterans' service problems, provides guidance and refers veterans seeking job information.
- Establishes and maintains community resource network for veterans' services, liaisons with national, state, and other local veterans' agencies bureaus.
- Provides information concerning veterans' rights and benefits as provided in law; may research current state and federal laws regarding veterans' rights.
- Distributes varied official forms, assists veterans and their families in preparing applications for veterans' benefits, and in filing claims.
- Prepares correspondence and reports of activities, establishes and maintains needed records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

EXPERIENCE: Two (2) years of experience in the gathering of information from clients and providing guidance, assistance or explanations of benefits and services. *Must be willing to attend training classes to obtain a VSO certification.*

KNOWLEDGE AND ABILITIES:

- Knowledge of interviewing techniques and techniques used to gather information.
- Ability to read and interpret federal and state laws and regulations regarding veterans' rights and apply them to specific cases.
- Ability to aid in the completion and filing of claims, maintain records and files, and prepare reports and correspondence.
- Ability to work harmoniously with veterans, their families, and other agencies, and individuals interested in veterans' problems.
- Ability to collect and disseminate information of varied types concerning veterans' rights and benefits.

LICENSE: Appointee will be required to possess and maintain a valid New Jersey Auto Driver License.

RATE: \$21.90 per hour, 35 hours per week

APPLY: Visit www.salemcountynj.gov & click "Employment & Bid Opportunities" on the upper right side of the page.

EEOC

This title is classified and competitive through Civil Service

Please post on Bulletin Boards.

Contract states must be posted 5 working days

Please post 2/28/22 – 3/4/2022

NOTICE OF EMPLOYMENT RESIDENCY REQUIREMENT

The County of Salem requires permanent residency within the County for consideration for employment and continued employment. Movement of permanent residence outside the County is reason for termination of employment.