



CALAVERAS, COUNTY OF (CA)
invites applications for the position of:

County Veterans Services Officer

An Equal Opportunity Employer

SALARY: \$27.17 - \$33.04 Hourly
 \$2,173.60 - \$2,643.20 Biweekly
 \$4,709.47 - \$5,726.93 Monthly
 \$56,513.60 - \$68,723.20 Annually

DEPARTMENT: Health & Human Services Agency

DIVISION: HHSA - Veterans Services

OPENING DATE: 11/18/20

CLOSING DATE: 12/10/20 11:59 PM

JOB TYPE: Full Time Regular - Benefited

POSITION DESCRIPTION:



Health & Human Services Agency
 HUMAN SERVICES DIVISION

DEFINITION:

Under direction from the Health and Human Services Agency Director or designee, plan, organize, and administer the programs and operations of the Calaveras County Veteran Service Office; oversee and participate in securing rights and benefits for veterans, dependents, and beneficiaries, in accordance with federal, state, and local regulations and programs; perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Veteran Services Representative as the County Veteran Services Officer has overall responsibility for the County Veteran Service Program.

EXAMPLE OF DUTIES:

- Plans, coordinates and administers activities and programs of the County Veteran Service Office.
- Reviews County Veteran Service Program claims for accuracy.
- Directs workflow, trains other Veteran Service Office staff.

- Performs a wide variety of specialized fiscal and administrative assignments.
- Develops policies and procedures in assigned area.
- Reviews, analyzes, and interprets state and local regulations, procedures, and proposed legislation.
- Coordinates veterans programs with other County programs, outside agencies, and public/private organizations.
- Serves as a technical expert by providing consultation regarding program and/or policy matters.
- Manages and participates in public information and outreach activities to educate and offer services to veterans and dependents; represents the program and makes various presentations to community groups.
- Performs quality control activities on claims relevant to the Veteran Service Program.
- Visits homes, hospitals, convalescent homes and other locations to assist veterans and/or dependents in completing forms and filing documents.
- Maintains accurate records and files related to Veteran Services Programs; complies activity reports for submission to state and federal oversight agencies regarding claims and office activities.
- Assists in the preparation of the County Veteran Service budget.

MINIMUM QUALIFICATIONS:

Knowledge of:

Policies and functions of County Veteran Services Programs; Federal, state, and local regulations governing veteran services; interviewing techniques; technology as it pertains to case management, claim processing, etc.; community resource organizations and local services.

Ability to:

Plan, organize, and coordinate the delivery of the Veteran Services Program; interpret, apply, and explain federal, state, local laws surrounding veteran services; effectively represent the County of Calaveras, Veteran Services Program with public and community organizations; analyze and develop proper documentation for claims; monitor the workflow and provide quality control oversight to the County Veteran Services Program; prepare reports for submittal to federal and state oversight agencies; listen carefully to clients and assist them in a professional and compassionate manner.

Education, Training, and Experience:

Applicants must have served in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard, with an honorable discharge or certificate of honorable services for all periods of service.

Possession of or ability to obtain accreditation by the California Department of Veteran Services within 18 months of appointment.

SPECIAL REQUIREMENTS:

Possession of a valid California Driver's License.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://calaverasgov.us/>

Position #2020-00174
COUNTY VETERANS SERVICES OFFICER
PG

OUR OFFICE IS LOCATED AT:
891 Mountain Ranch Road
San Andreas, CA 95249
209-754-6303

hr@co.calaveras.ca.us

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