

## JOB POSTING

### Veteran's Service Officer

Tioga County is currently accepting applications for the position of Veteran's Service Officer in the Veteran's Affairs Office. The Veteran's Service Officer will be responsible for Educating, advising, assisting, empowering, counseling and referring veterans and/or their families regarding a wide-range of veterans' benefits, entitlements, and services. The chosen candidate will also advocate for veterans, both individually and collectively, assuring that all benefits and entitlements due them are received in accordance with federal, state, and county laws, policies, and regulations.

To apply for this position, please submit a completed application to the Human Resources office at 118 Main Street, Wellsboro, PA 16901. Applications can be found to be printed or submitted online on the County website [www.tiogacountypa.us](http://www.tiogacountypa.us) under the Human Resources tab or in person at Tioga County Courthouse.

The Veteran's Service Officer will perform the following tasks:

1. Manage, from initiation to completion, all actions through the Department of Veterans Affairs and Commonwealth's Department of Military & Veterans Affairs.
2. Manage and perform the tasks legislated in the County Code, PA Consolidated statutes, and any other pertinent legislation.
3. Act as Power of Attorney for veterans presenting case for services, benefits, and entitlements.
4. Provide counseling to veterans and/or families while assessing their individual or collective need and eligibility.
5. Assist veterans or survivors by managing appropriate documents related to their case including timely retrieval and recovery of records, documents, and information to be used as evidence in substantiating the claim.
6. Assure all paperwork concerning the claim is complete prior to submission.
7. Coordinate eligibility, care, and placement of veterans into the VA Health Care System to include but not limited to application, referral.
8. Verify military service records and documents for legitimacy, accuracy, and eligibility and authorizes the issuance of the same.
9. Authorize County burial benefits for veterans, survivors, and the care of their graves.
10. Must have abilities to function independently, be flexible, and work effectively with veterans, their families, and inter-governmental agencies.

**MINIMUM REQUIREMENTS:**

- Requires considerable knowledge of the branches of the Military and procedures regarding discharge from military service.
- Must be able to receive and maintain veterans' service officer accreditation authorized by the Department of Veterans Affairs through the sponsorship of the state or veteran service organizations.
- Requires concise maintenance of records and attention to detail.
- Requires the ability to maintain a strict level of confidentiality.
- Must possess excellent interpersonal and communication skills
- Must have ability to establish and maintain effective working relationships with other employees.
- Must be able to exhibit professionalism at all times when dealing with the public.
- Computer skills involving use of the Microsoft Office Suite and ability to learn office Veterans management system
- Sedentary work, with occasional lifting/carrying of objects with a maximum weight of 25 pounds
- Must maintain a valid drivers' license and possess the ability to travel with flexibility whenever and wherever as needed to perform essential job duties.
- Must be available for some evening and weekend hours.

**STARTING RATE:** \$16.00/hour

**HOURS OF WORK:** Monday through Friday 8:00 a.m. – 4:30 p.m. (40 hours)

**DEADLINE TO APPLY:** Open until filled.

Tioga County is an Equal Opportunity Employer.