

CLARE COUNTY DEPARTMENT OF VETERANS SERVICES

JOB TITLE: Assistant Veterans Services Officer – Part-Time (20 hours/week)
REPORTS TO: Veterans Services Director
START DATE: IMMEDIATE

SUMMARY

Under the supervision of the Director, performs a variety of complex tasks including the following:

DUTIES AND REPOSNSIBILITIES:

- Provides counseling and information for veteran disability, pension and emergency assistance claims
- Operates copy/fax machines
- Responsible for inventorying and ordering office supplies and equipment
- Schedules veterans and volunteer drivers through the DAV Van program
- Schedules and keeps record of appointments including conferences, staff calendars and DAV Van coordination
- Submits required monthly reports on DAV vans to Saginaw VA Fleet Manager
- Submits requests for petty cash reimbursement to County Treasurer
- Organizes the Veterans Freedom Park Welcome Center volunteers
- Maintains strict confidentiality concerning veterans, their families and personal information
- Attends meetings as required
- Complies with all Clare County safety and security procedures
- Performs other duties as assigned
- Travel to annual state conference and other training events may be required

QUALIFICATIONS:

- Veteran status preferred
- High School diploma required; associate's degree preferred
- US Department of Veterans Affairs accreditation or ability to qualify for accreditation through Federal background check and required training
- Proficiency in Microsoft Office software suite, to include Word, Excel and PowerPoint
- At least one year of experience working with the public in a service-oriented establishment with a preference on the veteran population
- Ability to effectively communicate with Director and the public
- Ability to establish and maintain effective working relationships with local veterans' organizations and volunteers
- Physical capacity to perform duties without excessive absence
- Ability to work as part of a team, multi-task and be organized

Salary is \$14.27/hour.

Apply to: Karl Hauser, Veterans Services Director, 225 W Main St, Harrison MI 48625. No phone calls, please.

Application deadline is June 25, 2022 (or sooner, if filled)