

Veterans' Service Officer

Are you outgoing and reliable with great attention to detail? Do you want to work in a stable environment with regular hours and no nights or weekends? Are you looking for a tremendous benefits package? If so and you are a qualified veteran, Davison County is looking for a new Veterans' Service Officer.

Duties include:

1. Maintain a professional working relationship with the Davison County Veteran Service Officer and South Dakota Department of Veterans Affairs liaison and the County's assigned liaison to this department. Communicate and consult with other Veteran Service Officers and appropriate entities relative to background information that could potentially/materially affect the applicant's benefit entitlements. Ability to establish and maintain effective working relationships with those contacted in the course of work.
2. Provide public relations and outreach efforts to properly promote and educate the public on all programs and services available to our veterans, military service personnel and their families. Attends speaking engagements (with the possibility of being a keynote speaker) to veterans' organizations and other interested community groups, or individuals at public gatherings to ensure awareness of available benefits and assistance.
3. Individually explain veterans' benefits/programs and the procedures for obtaining additional information, filing claims, and initiating appeals to ensure the public is aware of the laws and regulations affecting veterans' benefits/programs and veterans' rights.
4. Communicate information clearly and concisely. Ability to express ideas clearly, in written, electronically or oral form. Ability to work effectively and cooperatively with federal, state, and local government officials.
5. Greet the public in a friendly manner in person and on the phone. Maintain professionalism by exercising tact, diplomacy, and courtesy at all times. Answer the public's questions or route to appropriate personnel. Ability to engage in social interactions which constantly require oral and written communications.
6. Skill in negotiating and resolving disputes between parties, maintaining a calm and professional demeanor during a crisis.
7. Coordinate a meeting, create an agenda, contact those required, prepare for the meeting, and oversee the meeting.
8. Plans, coordinates, and implements community events to make aware or share information on various veteran's programs.
9. Participates and attends conferences with veteran's organizations and federal and state officials on matters affecting the welfare of veterans' benefit programs to stay abreast on the most current laws and regulations.
10. Skill in assembling and preparing data for report presentations.
11. Ability to work independently in the absence of supervision.
12. Ability to demonstrate good judgment and decision making.
13. Represent the County when speaking to groups and organizations.
14. Ability to meet the County driving standards.

Applicants must possess a high school diploma or GED Certificate. Starting wage is dependent upon experience. Wage range: \$18.99-20.07. Great benefits package available.

Davison County is an Equal Opportunity Employer