



EMPLOYMENT OPPORTUNITY

VETERANS SERVICE REPRESENTATIVE

PART TIME, WITH BENEFITS

SALARY AND BENEFITS

\$16.07-\$19.28 per hour, plus benefits

FILING DEADLINE

5:00 p.m., January 24, 2020

DUTIES AND RESPONSIBILITIES

The Veteran's Service Representative assists with coordinating, administering, and providing a program of Veterans services, programs, and benefits in the Veterans Service Office as well as related services within County, State and Federal laws and regulations; and to assist with the formulation of policies and procedures concerning the activities of this Office. Counsel and advise Veterans and dependents on their benefits. The major duties of the job include:

- Advise and assist Veterans and their dependents to obtain the rights and entitlements provided by law regarding pension, compensation, insurance, education, hospitalization, and rehabilitation, administer the follow up process to Veteran's claims/needs with the Veterans Administration and other resources.
- Acts as liaison with Federal and State Veteran agencies, County Veterans groups, Veterans' hospitals, employment services and community groups.
- Interpret local, State and Federal legislation affecting Veterans.
- Prepares written and oral reports on Office activities.
- Assist with the enactment and enforcement of rules and regulations applying to Veterans' Memorial Field and Diamond Crest Cemetery.
- Assists with the implementation of new service programs or major changes in methods or levels of service delivery.
- Assists with the analysis and evaluation of program results as related to objectives and policy guidelines.
- Establish and maintain liaison with representatives of State, Federal, and local agencies and commissions.
- Make public presentations before professional organizations or public groups to provide information on Office programs and goals.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education, training, and experience which would provide the required knowledge and abilities. This would include academic coursework in psychology, sociology, business administration, legal studies, or a related field; and one year experience in an agency or program which included administering, assisting, or advocating for veteran's or other types of benefits.

License: Possession of, or ability to obtain, a valid California driver's license.

Special Requirements: The Veterans Service Representative must be an honorably discharged Veteran.

In addition, The Veteran Service Representative must obtain within one year of employment, United States Department of Veteran's Affairs (USDVA) accreditation through the California Department of Veteran's Affairs (CDVA) pursuant to Title 38, Code of Federal Regulations (CFR) 14.629.



SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

 (530) 251 -8320 

Opened: January 9, 2020

👁 GENERAL INFORMATION 👁

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.