

VETERAN SERVICE OFFICE ADMINISTRATIVE ASSISTANT (FULL TIME)

JOB DESCRIPTION:

Primary Function: Assist veterans and their families in many ways, including answering questions, advising, and educating individuals and groups on what benefits are available from federal, state, county, and local resources. Assisting Veterans and Veterans' families in completing and filing benefit claims.

REQUIREMENTS:

- U.S. citizen, non-citizen, or legal permanent resident
- Subject to a background/suitability investigation
- May be required to attend off-site training, which may require travel.
- Must have and maintain throughout employment a valid Driver's License, as well as meet eligibility requirements of "acceptable driver standards" as defined by the County.
- Knowledge of Federal, State and Local laws, regulations, statute, policies, and guidelines governing veteran service programs.
- Some knowledge of budgetary and accounting processes and procedures.
- Skill in interpersonal communications and executing effective customer service practices.
- Ability to manage and maintain confidential and sensitive information.
- Ability to perform tasks with attention to detail and a high degree of accuracy.
- Ability to effectively utilize Microsoft Office programs and veteran specific programs.
- Ability to accurately perform mathematical and statistical duties.
- Ability to meet and deal with a diverse public, work under pressure, navigate stressful situations while maintaining composure.
- Ability to communicate effectively, in English, both verbally and in writing.
- Ability to understand and follow exacting verbal and written instructions.
- Ability to prioritize work and carry out assigned projects to completion.
- Ability to operate office equipment including, but not limited to, multiline phone, computer, scanner, fax, and multifunction printer.

PHYSICAL REQUIREMENTS: This position is primarily sedentary with some walking, standing, bending, and carrying of lightweight items (i.e., folders, claims files, etc.).

VETERAN'S PREFERENCE: When applying for county jobs, eligible Veterans should claim preference, and provide a legible copy of your DD214(s) and/or documentation related to your active-duty service which shows dates of service, character of service (honorable, general, etc.), or dates of impending separation.

OFFICE HOURS: 8:30 to 4:30 Monday thru Friday.

COMPENSATION AND BENEFITS: Pay is commensurate with experience and knowledge. Paid holidays, PTO, health insurance, dental and vision insurance, and retirement benefits are available.

Cuming County is an equal opportunity employer.