



Linn County Veterans Services

330 Third Avenue SW, Albany, Oregon 97321

Phone: 541-967-3882 or 1-800-319-3882

Fax 541-928-3517

JOB ANNOUNCEMENT

CLASSIFICATION TITLE: VETERAN SERVICE OFFICER

CLASSIFICATION NUMBER: 590

CLASSIFICATION CATEGORY: SEIU 14 - Full Time (37.5 hours/week)

DEPARTMENT: VETERANS SERVICES

ESSENTIAL JOB FUNCTIONS:

- Respond to request for information about Veterans benefits and rights.
- Obtain, analyze and evaluate military service information, medical history, family finances and other pertinent information, review and file claims for benefits.
- Develop effective procedures and practices to assist veterans and dependents.
- Interview and counsel veterans and dependents regarding benefits and rights as appropriate to the individual situation under Veteran's Benefits Acts and other relevant legislation.
- Interpret and apply governmental rules and regulations.
- Review military records claims for benefits, assist in applying for benefits and provide representation in the claims process.
- Select appropriate forms, ascertain necessary evidence/documents required and provide representation and assistance to veteran who seek benefits to which they may be entitled under applicable law. Conduct a public information program to disburse general information pertaining to veteran's benefits which includes speaking engagements and events.

EXPERIENCE, EDUCATION, TRAINING: Graduation from a senior high school plus two years of office management, preferable in a government agency, which involves working with the public; education and training which demonstrates the ability to perform the work described. Must have a reasonable knowledge of current Federal and State legislation pertaining to benefits for Veterans and their dependents along with knowledge of legal documents and processes necessary to substantiate benefit claims.

NECESSARY SPECIAL QUALIFICATIONS: Must be able to obtain Accreditation by the Oregon Department of Veterans Affairs as a fully trained Veteran Service Office. Must be able to pass a federal background check for the U.S. Department of Veteran Affairs. Must also possess a valid motor vehicle operator's license and acceptable driving record. This position may be considered for "Underfilling" in accordance with Article 9, Section 5 of the SEIU Collective Bargaining Agreement.

SALARY, BENEFITS, COMPENSATION: Linn County offers an excellent benefits package which includes fully paid contribution to the Oregon Public Employees Retirement System, paid holiday, vacation and sick leave, options for medical, dental and vision care insurance, options for deferred compensation, an employee assistance program, longevity pay, alternate and flexible work schedules and more. Current salary range and total compensation (depending on qualifications):

SALARY RANGE: \$4,534-\$5,784

CLOSING DATE: July 11, 2024

HOW TO APPLY: Submit a completed Linn County Employment Application Form along with a resume and cover letter to: Deanna (Dee) Baley-Hyder, Veteran Service Officer Program Manager, PO Box 100, Albany, Oregon 97321; or email the documents directly to dbaley@co.linn.or.us. Application forms may be obtained, along with the Job Classification, at the Linn County webpage <https://www.co.linn.or.us/jobs>.

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER