

VETERAN SERVICE OFFICER

Due to retirement the County of Lincoln in North Platte, Nebraska is seeking applicants for the position of Lincoln County Veteran Service Officer. Applicants need to be Veteran of the Armed Forces of the United States, Other than Active Duty for Training and Honorable Discharged. Lincoln County offers excellent wages and work environment. Significant previous experience is desired. Job requirements can be found at www.co.lincoln.ne.us. Submit cover letter, DD-214 and county application. Resumes can be included. Send to: Lincoln County Veterans' Service Office, 311 North Vine Suite #2, North Platte, NE 69101, by 5:00 p.m. on May 1, 2022.

Lincoln County EOE/AA

All proposals should be in a separate, sealed
envelope and marked

"VETERAN SERVICE OFFICER"

**LINCOLN COUNTY
VETERANS SERVICE OFFICER**

NATURE OF WORK

- This is responsible administrative work supervising and coordinating the services and programs of the Lincoln County Veterans Service Office.
- Work involves coordination of a multitude of services and benefits available to veterans at Federal, State and County levels. Work includes overseeing requests for assistance, determining eligibility for financial assistance and administering the County Veteran's Aid Fund. Work also includes preparation and administration of the departmental budget. Work is performed under general policy direction of the State Department of Veterans Affairs and the County Board of Commissioners with the employee being held accountable and responsible for results achieved. Supervision is exercised over subordinate staff.

DIRECTOR

- Act as liaison between veterans and providers mediating veteran's protests and complaints as needed.
- Attend various informational, planning and educational workshops and meetings
- Actively involved in local veterans' organizations
- Prepare and track the departmental budget
- Knowledge of basic budgeting principles and practices
- Keep current of Local, State and Federal organizations and service providers affiliated with and supportive of veterans needs and benefits.
- Ability to interpret laws and regulations.
- Ability to prepare reports and maintain records.
- Contributes to an effective team environment by working with others in ways that encourage each person's contributions and recognizes the value of the individual.
- Work with the North Platte Veterans Honor Guard to schedule military honors and Ft McPherson and other Lincoln County Cemeteries
- Help Veterans and Veteran Spouse apply for admission to the Nebraska State Veterans Homes.
- Must maintain veterans records strictly confidential and keep information in the Veterans Service Office
- Veterans and their families personal information must be strictly confidential
- Assist veteran's organizations in working up various programs such as, American Legion Lincoln County Government Day and the Veteran's Day activities to include the Veteran's Day parade.
- Direct, supervise and evaluate the work of personnel in the Veterans Service Office

COMMUNICATIONS

- Authorize, review and approve all informational materials, forms and correspondence representing the Lincoln County Veterans Service Office.
- Communicate with local media representatives to publicize veteran's programs
- Changes in benefits and general information through radio and newspaper advertising and County Board proclamations
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- Ability to establish and maintain effective working relationships with veterans' organizations, veterans and their families, County officials and other employees.
- Ability to communicate effectively both orally and in writing.
- Work with community representative to plan, coordinate and raise funds for targeted veteran's projects.

COORDINATION OF BENEFITS FOR VETERANS AND THEIR FAMILIES

- Oversee veterans' requests for financial benefits and support services.
- Determine veterans' eligibility and coordinate multiple services and benefits available to veterans at Federal, State and County levels.
- Assist veterans/dependents in applying for available federal benefits from the United States Department of Veteran Affairs Regional Office, by completing the initial application for claim, or reopen existing claims, for compensation (service connected disabilities) or pension (non-service connected disability).
- Administer the County Veterans' Aid Fund and determine eligibility and amount of assistance
- Prepare and transmit required forms and letters
- Maintain case files
- Provide on-call services to veterans as needed
- Assist with routine clerical tasks as necessary.
- Visit veterans and associated veterans family members in health care facilities, hospitals and private homes as needed
- Considerable knowledge of laws and regulations applicable to veterans' services and benefits

MINIMUM QUALIFICATIONS

- Graduation from a high school or equivalent
- Interest and desire to work in the field of veteran's services and benefits.
- Some supervisory experience or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.
- Basic knowledge of Word, Excel, Outlook and ability to learn Vetraspec
- Basic office machines: fax, scanner, calculator, typewriter, copier and modern phone system

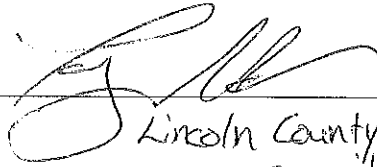
NECESSARY SPECIAL REQUIREMENTS

All county veterans service officers shall have served on active duty in the armed forces of the United States, other than active duty for training, shall have been discharged or otherwise separated with a characterization of honorable from the service, and shall have been bona fide residents of the State of Nebraska continuously for at least one year immediately prior to assuming any such position, except that if there is no applicant for county veterans service officer in a county who will have been a bona fide resident of the State of Nebraska continuously for at least one year prior to assuming such position, the one-year residency requirement may be waived. (Reference State Statutes 80-410).

Required copy of DD214 showing honorable discharge

Will be required to attend and pass Accreditation with the National County Association of County Veteran Service Officers.

Approved by: _____


Lincoln County Veterans
Committee

Date: _____

4-1-22