

COUNTY OF ASHE POSITION VACANCY

Veterans Service Officer

Ashe County is seeking applications to fill a vacancy in the Veterans Services Department as a Veterans Service Officer. Successful applicant will be responsible for performing administrative work in advising armed forces veterans and dependents of their rights and benefits under federal, state, and local laws. Applicant will assist veterans with determining eligibility for various veterans' programs, complete required forms, and compile and submit data as required. Applicant must exercise initiative and independent judgment in determining clients' eligibility for veterans' benefits. Successful applicant will also be responsible for negotiating with program officials to obtain services for clients and performing various administrative duties to ensure proper operations of the Veterans Service Department. Applicant must exercise considerable tact and courtesy in frequent contact with the general public. Successful applicant must be knowledgeable in operation of various computer programs and will be required to obtain accreditation with the Department of Veteran Affairs within one year. Salary: \$44,139.00 annually plus an excellent benefits package. For a full job description and a Form PD-107 application, visit www.ncworks.gov or www.ashecountygov.com, or contact the NC Works Career Center at 336-982-5627. Completed applications may be mailed to County of Ashe, Attn: Human Resources, 150 Government Circle Suite 2500, Jefferson NC 28640. Emailed applications will be accepted at humanresources@ashecountygov.com or may be faxed to (336) 846-5516. Deadline for applications is Monday, June 13, 2022 at 5:00 p.m. Open until filled. Criminal records check and pre-employment drug testing is required. **EOE/AAE**