



JOB DESCRIPTION

Bedford County
Bedford, PA

Job Title: Veterans Affairs Director

Reports to: Bedford County Commissioners

Status: Full-time

Pay Scale/Grade/Salary: Approved by salary board

Veterans Affairs Director

GENERAL STATEMENT OF DUTIES:

Serves as an advocate on behalf of veterans and their families. Performs service and administrative work in advising and providing veterans or dependents of their rights as veterans or veterans' dependents, directs them to appropriate resources, conducts outreach events; does related work as required.

DISTINGUISHING FEATURES OF POSITION:

Works largely independently in coordinating services to the veterans and/or dependents of Bedford County, advising them of benefits for which eligible veterans and/or their dependents may be eligible. The Director must maintain contact with appropriate federal and state agencies having responsibility for the provision of services to veterans. Reports to the County Commissioners.

EXAMPLES OF WORK: (Illustrative only)

Depending upon the county office to which assigned:

- Assists veterans and/or dependents in presenting disability or pension claims for benefits under federal, state or local laws;
- Reviews relevant legislation and regulations as they pertain to specific veterans, their medical reports and service histories, and evaluates such cases to determine claim validity;
- Prepares claim forms and briefs, including the assembling of pertinent evidence;
- Requests hearings before State government boards on behalf of clients;
- Reviews State board decisions;
- Advises veterans and/or dependents on insurance, vocational, educational and other matters in cooperation with the Veterans Administration and other veteran agencies;
- Prepares applications for death certificates;
- Requests military and associated records from National Personnel Center;
- Prepares and maintains historical military records for the County;
- Prepares bulletins and correspondence to acquaint others with current legislation; and
- Prepares bulletins and correspondence on current activities and legislation.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Must possess ability to maintain confidentiality in regard to veteran information and records
- Must possess in depth knowledge of federal, state programs and resources available to veterans and their dependents
- Must possess ability to evaluate qualifications and determine eligibility for appropriate benefits
- Must attend meetings, in-service programs or trainings as required to keep certification as VSO
- Some knowledge of office terminology, procedures and equipment, and of business arithmetic and

English; skill in the operation of a typewriter/computer; ability to type/key from clear copy or rough draft at a reasonable rate of speed; ability to understand and follow simple oral and written directions;

- Ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; tactful and courteous; and accuracy.

ACCEPTABLE EXPERIENCE AND TRAINING:

Considerable experience and/or exposure to programs and agencies involved in the provision of services to veterans and/or dependents; some experience in office administration and records management; completion of a standard high school course of study or its equivalent, supplemented by college courses or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

SPECIAL NEEDS:

Must have a valid driver's license and be able to travel if required to attend meetings and seminars.

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other-related instructions and to perform any other job related duties requested by their supervisor. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

**The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description.

Received by: Signed: _____ Date: _____

Print name: _____