

6. Travels to assigned locations to inform and assist veterans, dependents, county service officers and post service officers concerning benefits. Also visits, as needed, nursing homes, assisted living, housebound claimants, veteran organizations; conduct benefit outreaches in the county.
7. Prepares and maintains standard records and reports such as contact reports, claims determination reports, required federal statistical documents and other veterans administration reports.
8. Must be able to use all available technology the VA uses to serve veterans.
9. Report to County Mayor with monthly reports to be made to the Legislative Committee.

PHYSICAL DEMANDS;

This job may require lifting of objects that exceed 20 lbs., with frequent lifting and/or carrying of such objects as ledgers, file boxes and laptop computer equipment. Other physical demands that may be required are as follows:

- | | |
|---------------------|-----------------------------|
| 1. Talking | 5. Pushing and/or pulling |
| 2. Hearing | 6. Climbing |
| 3. Seeing | 7. Stooping and/or Kneeling |
| 4. Walking/Mobility | 8. Reaching |
| | 9. Driving |

TEMPERAMENT (Personal Traits):

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS:

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.

2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately
4. Manual Dexterity: Ability to move the hands and manipulate small objects with the fingers rapidly or accurately.
5. Data Perception: Ability to understand and interpret information which may be presented in the form of graphs, charts, or tables.

WORK CONDITIONS:

Normal working environment.

GENERAL REQUIREMENTS:

The above statements are intended to describe the general nature and level of work being Performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

APPLICABLE LAW:

Sumner County, Tennessee is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, color, religion, national origin, age, disability, or veteran status.