

## **JOB ANNOUNCEMENT - SUMNER COUNTY GOVERNMENT**

**Job Title:** Assistant Veteran Service Officer  
**Employer:** Sumner County Government  
**Application Period:** Monday, October 17, 2018 - Monday, October 24, 2018  
**Position Information:** Full-time  
**Pay Type:** Hourly  
**Position Location:** Gallatin, TN  
**Anticipated Start Date:** October 29, 2018

### **Job Tasks and Responsibilities:**

- To provide assistance to county veterans, their dependents, and survivors by answering and screening inbound phone calls.
- To receive and direct visitors and clients.
- To perform general clerical duties including photocopying, faxing and mailing, assisting and maintaining electronic and hard copy filing system.
- To participate in outreach activities as needed. To coordinate and participate in community events.
- To assist the County Service Officer in filing for and obtaining veterans benefits such as compensation, pensions, education, hospitalization, insurance, and loans; assist in preparing formal claims using veterans data management programs and compiling appropriate supporting documents and evidence in support of claims.
- To visit veterans and their dependents in long-term care facilities and residences as necessary.

### **Minimum Qualifications:**

High school graduate or equivalent (college degree/post-secondary education desired)  
Honorably Discharged Veteran of the U.S. Armed Forces, Computer skills and knowledge of relevant software, Knowledge of operation of standard office equipment.

### **Key Competencies**

- Office administration
- Knowledge of VA laws and regulations. The ability to comprehend, interpret, and apply these laws as defined in Title 38 USC and 38 CFR
- An understanding of the Veteran culture and environment
- Communication skills - written and oral
- Gathering and monitoring information
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Customer service orientation
- Teamwork

### **How to Apply:**

Email letter of interest and resume to:

[VA-jobs@sumnertn.org](mailto:VA-jobs@sumnertn.org)