COUNTY OF ERIE
POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: JUNE 28, 2016 **CLOSING DATE: JULY 13, 2016**

TITLE: VETERAN AFFAIRS COORDINATOR **GRADE: A-III**

DEPARTMENT: VETERAN AFFAIRS **BARGAINING UNIT: NON-BARGAINING**

ENTRY RATE: $15.97/HOUR, $31,142/YEAR **HOURS PER WEEK: 37.5**

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30am 4:00pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

An Associate's degree plus five (5) years related experience in progressively responsible and varied office management or staff work; or any equivalent combination of related education and experience. Must attend and pass the annual State mandatory training for current Veteran service officers. Must receive accredited service officer status as per requirements of 38 CFR Part 4 (accreditation of Service Organization Representatives and Agents) and pass the final examination administered by the PA Office of Veterans Affairs.

DEFINITION OF CLASS:

Under the supervision of the Director of Veterans Affairs, this employee works in a department which is a major resource for veterans who are qualified for benefits. The work includes counseling and information disbursement as well as the administration of various programs.

DUTIES & RESPONSIBILITIES:

Record official documents which certify individuals or their families are eligible for benefits. Assist individuals or their families in completing official documents, forms and records. Advises individuals and their families of benefits which are available from County, State, and Federal sources. Assists with Memorial Day planning and disbursement of flags and markers. Coordinates and executes County wide outreach projects. Foster relationships with Veteran and non-Veteran related community resources. Assists claimants with mobility issues with applications in home. Perform other tasks as required by the Director of Veterans Affairs.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Working knowledge of the laws, rules, and regulations which apply to the administration of veterans benefits. Skill in counseling individuals and their families in regard to programs under the Veterans Administration. Military experience preferred.