

# Koochiching County

## HAS AN OPENING FOR A FULL-TIME ASSISTANT VETERANS SERVICES OFFICER

**Salary: \$22.68-\$24.53, depending on qualifications**

**Hours of Work: 40 hours/week; Monday – Friday 8:00 a.m. – 4:30 p.m.**

**Benefits: Health and Life Insurance, PERA Retirement, Vacation Leave,  
Sick Leave, and paid Holidays.**

Under the direction of the Veteran Service Officer, the Assistant Veteran Service Officer is responsible for assisting the County veteran population and their dependents in obtaining entitled benefits from both the federal and state veteran benefit programs and conducting outreach to inform the veteran population of benefits available through the federal and state veteran programs and other federal, state and county agencies.

### Essential Skills

Ability to assist veterans and their dependents with the federal, state, and medical benefit application process.

Understanding of the VA medical systems and GI educational benefit programs.

Establish positive relationships and communicate effectively with the veteran population, affiliates, and the public, in addition to performing outreach and advocacy to veterans in the community.

Working independently with little supervision and maintaining confidentiality.

### Qualifications

Two-year post-secondary education.

Two to four years of related work experience or equivalent education and experience.

A valid Minnesota Driver's License or evidence of mobility.

Residence in the State of Minnesota and Citizenship in the United States.

A Veteran as defined in Minnesota Statute, Section 197.447.

Ability to complete VSO certification within six months of hire.

**Completed applications accompanied by resumes are to be returned to:**

**Koochiching County Human Resources**

**715 4<sup>th</sup> Street**

**International Falls, MN 56649**

**Applications will be accepted until the position is filled.**

**Koochiching County is an Equal Opportunity Employer.**