

Veterans Service Officer HUGHES COUNTY

Hughes County is currently accepting applications for the position of Veterans Service Officer. This is a half time position (20 hours per week) and has a range of prorated benefits, including health & life insurance, retirement, and paid vacation and sick leave. This position will review military, social and medical history to gather accurate and pertinent information on each veteran and assist the claimants in the preparation of necessary forms and application for veteran's benefits. This person will continue to work with the claimant through the application process and develop and provide additional information as required by the Veterans Administration. The applicant must submit a copy of their DD 214 to be considered for this position.

Qualifications:

Graduation from college and five years of increasingly responsible management work experience or an equivalent combination of education and experience. Must be a veteran, as defined by the State of South Dakota. Must attach a copy of DD214 verifying veterans status. Must be able to communicate effectively with different individuals and groups, both orally and in writing. Must have a knowledge of state and federal laws related to veterans.

Ability to operate standard office equipment, prepare documents, and draft correspondence for supervisor's signature. Must have a valid driver's license.

Closing Date: Open until filled.

Starting Salary will be \$21.52 per hour, depending on qualifications.

For an application packet including a full job description contact your local Department of Labor Office or Kevin Hipple at 104 E Capitol, Pierre, SD 57501. Phone 605-773-7477.

Applications should be returned to: Kevin Hipple, Hughes County Commission, 104 East Capitol, Pierre, SD 57501

Equal Opportunity Employer