

Job Posting

Posting Date: November 9, 2017 – December 1, 2017

Title: Part Time Veterans Service Officer – Nemaha County

Job Description

Responsible for planning, coordinating and administering the Nemaha County Veterans' Service Program

Required Qualifications

Must be a veteran in active military service and at least 1 year continuous resident in Nebraska immediately preceding date of appointment. Must be certified by the Nebraska Department of Veterans' Affairs. Must possess a valid Dr. License and maintained during employment. Must have a high school diploma or GED equivalent.

Hours

Part Time Position with part time benefits

Pay

\$15.00 per hour

Contact Name

Reporting to: Nemaha County Board of Commissioners

Daytime Telephone

402-274-4285

Application Instructions

Applications are available at the Nemaha County Clerk's Office during normal business hours

Closing Date and Time

5:00 p.m., December 1, 2017

Veterans Preference

The position is subject to a veteran's preference.

NEMAHA COUNTY VETERANS SERVICE OFFICE
VETERANS SERVICE OFFICER

POSITION TITLE: Veterans' Service Officer

DEPARTMENT: Veterans' Service Office

REPORTS TO: Nemaha County Veterans' Service Committee; Nemaha County Board of Commissioners

PURPOSE OF POSITION: Responsible for planning, coordinating and administering the Nemaha County Veterans' Service program.

ESSENTIAL FUNCTIONS:

Provides aid and assistance to veterans, their spouses, widows and dependents entitled to County, State, and/or Federal aid or benefits.

Develops short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations.

Coordinates department activities with other departments and agencies in order to ensure that the veterans' needs are being met

Communicates official plans, policies and procedures to county officials and the general public.

Assures that assigned areas of responsibility are performed within budget; conducts cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Coordinates, administers, and implements veterans' service programs to meet state/federal statute and veterans' service committee requirements.

Conducts veterans service needs assessments and compiles assessment results.

Prepares and makes various applications on behalf of veterans, including but not limited to, compensation, pension, home loans, education and training, medical treatment, homestead exemption, veterans' homes, state and county aid funds, etc.

Serves as veteran service liaison to boards, commissions, educational institutions, government agencies, the media and community based groups.

Refers veterans to other community service agencies for assistance not available through veteran's service resources.

Administers the County Veterans Aid fund (formally the Soldiers and Sailors relief fund).
Disburses funds upon approval by the Veterans' Service Committee.

Prepares public service announcements in regard to programs/services available, i.e., newspaper articles, health fair publications, etc.

Acquires training necessary to assist veterans in the development and submission of claims for benefits through attendance at federal, state, and veteran service organization training programs resulting in accreditation by the U.S. Department of Veterans' Affairs and meeting continuing education requirements established by the U.S. Department of Veterans' Affairs.

Assists in the maintenance of a complex file system housing all official records pertaining to veterans.

Performs computer input and retrieval functions utilizing various software programs as related to job duties.

Greets individuals who come to the department, ascertains their needs, and answers their questions regarding veterans' procedures, policies, laws and regulations.

Answers incoming calls as a backup; provides information to callers according to departmental procedures; refers inquiries to appropriate persons.

Operates standard office equipment in the performance of job duties, i.e. fax machine, copier, personal computer, calculator, ten-key, typewriter, microfilm machine, check protector.

Operates a motor vehicle in the performance of job duties.

Establishes and maintains effective working relationships with the general public, governmental officials, supervisors and co-workers.

MARGINAL FUNCTIONS:

Serves as a member of various committees.

Performs related duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and county veteran service programs and delivery systems.

Knowledge of local, state and federal laws and regulations governing veteran service programs and the ability to interpret the laws to veterans in need of assistance.

Working knowledge of veteran service program design and evaluation procedures.

Knowledge of and ability to utilize computers and software applications in the performance of job duties.

Knowledge of and ability to use English language, grammar, vocabulary, spelling and punctuation.

Knowledge of and the ability to apply rules and regulations pertaining to personnel administration, i.e. employment hiring practices, discrimination, etc.

Knowledge of departmental responsibilities and the ability to use independent judgment in the performance of duties.

Knowledge of and the ability to prepare and administer an annual departmental budget.

Ability to analyze and interpret complex statistics and data relating to veterans service programs.

Ability to develop and coordinate varied veteran service programs.

Ability to accurately perform financial transactions.

Ability to type accurately using a typewriter or keyboard.

Ability to maintain the appropriate confidentiality of departmental communications, documents and transactions.

Ability to accurately perform mathematical calculations in the performance of job duties.

Ability to maintain a complex file system of records, reports and other official documents.

Ability to accurately prepare and maintain various application forms, records, reports, correspondence, and other departmental documents.

Ability to deal with the general public and program participants in a courteous and tactful manner.

Ability to defuse or calm individuals who may be dealing with stressful conditions or situations.

Ability to apply proper telephone etiquette.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to operate a motor vehicle safely and in compliance with traffic laws and regulations.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

Must be a veteran in active military service and at least one year of continuous residence in

Nebraska immediately preceding date of appointment

Must be able to acquire certification by the Nebraska Department of Veterans' Affairs.

Must possess a valid Nebraska driver's license or have ability to obtain one within a time frame established by the employer. Once obtained, must maintain it during the course of employment

Must have a high school diploma or GED equivalent.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed indoors in an office setting and requires routine walking, standing, bending, reaching, and climbing. The incumbent will be required to occasionally lift and carry office and other department supplies, books, files and other materials weighing up to 20 pounds. The incumbent is required to sit for extended periods of time, talk, hear and must have the hand – eye coordination necessary to operate computers and various other pieces of equipment. While performing the duties, the incumbent is required to use hands to handle, feel or operate objects or controls and to reach and pull with hands and arms. The incumbent must have the ability to transport themselves to and from various locations within the courthouse and program sites within the community. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision and the ability to adjust focus. The noise level is usually moderate.

[Nemaha County]
Equal Employment Opportunity Employer
[EXCLUDES CRIMINAL HISTORY INQUIRY]

Application for Employment

This application is good for 60 days or until the position is filled.

[Name of County] assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time Part-Time Regular Temporary

Have you ever been employed here before? Yes No If yes, give date: _____

Have you filed an application here before? Yes No If yes, give date: _____

Applicant's Name (Last, First, Middle Initial): _____

Street Address: _____

City, State, Zip Code: _____

Home Telephone Number: _____ Work Telephone Number: _____

Position Applied For: _____ Date Available for Work _____

How did you learn about the job you have applied for? (Be specific as to the source.) _____

Are you legally authorized to work in the United States? Yes No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

This position is subject to a veterans preference. Are you eligible for and requesting a veterans preference? Yes
[A veteran requesting preference must submit with his/her Application for Employment a copy of the veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her Application for employment a copy of the veteran's Department of Defense Form 214, a copy of the veteran's disability verification from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.]

EMPLOYMENT RECORD

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	
Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
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Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
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Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	

EDUCATION/SKILLS RECORD

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Circle Highest Grade Completed: 6 7 8 9 10 11 12 College: 1 2 3 4 5 ___ Did You Graduate? ___ Yes ___ No

Post- High School	Name of School	From	To	Major	Degree Type
College/University					
Graduate School					

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

- Typing Word Processing Data Entry PC/Computer Terminal
 Calculator/Adding Machine Dictation Equipment Shorthand/Speedwriting

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying: _____

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

Name of Trade or Profession	License Number
Granted by	City and/or State
Specialty	Licensed From: To:

APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy. I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation.

Additionally, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between [Name of County] and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and [Name of County] retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.

**SIGN
HERE**

Applicant's Signature (Use Ink)

Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.