

JOB POSTING

NEWTON COUNTY, INDIANA

POSITION: Veteran Service Officer

WORK SCHEDULE: As Assigned

STATUS: Part-time / Salary / No benefits

FLSA STATUS: Non-exempt

The County Veteran Service Officer (CVSO) is under the direct supervision of the Director of Indiana of Veterans Affairs (IDVA). The primary function of the position is to assist veterans, their dependents and family members in obtaining state and federal benefits to which they may be entitled.

The CVSO acts as an advisor to local veterans and their families concerning all veteran-related matters. Annual training is required to assure the CVSO is knowledgeable in the current statutes, governing veteran affairs and benefits to better assist Newton County, Indiana veterans and their families.

Requirements for the position:

- Resident of County to be served.
- 6 months of ACTIVE military service in armed forces.
- Honorable military discharge.

Duties include, but NOT limited to:

- Assist veterans and their family members in completing state and federal applications for benefits;
- Assist National Guard members and Reservists with periodic briefings of benefits available and assist in applications for benefits;
- Familiarity of procedures to assist with Military Family Relief Fund, VA health care system, Delayed High School Diploma, veteran burial allowances, etc.;
- Assist local VFW and American Legion Posts with Memorial and Veteran Day services; as well as attend meetings periodically to update veterans on veterans' affairs;
- Travel to Indianapolis for annual conference, training events and exams;
- Keep daily logs and records of activities and contacts to be submitted monthly to IDVA and the Newton County Board of Commissioners.

Qualified applicants may submit a resume and application to the Newton County Commissioners Office located at the Newton County Government Center, 4117 S. 240 W. Morocco, IN 47963 or via email to nccommissioners@newtoncounty.in.gov

Newton County, Indiana is an Equal Opportunity Employer