

Job Title

Newton County Veterans Service Officer (CVSO)

Eligibility

SECTION 4. IC 10-17-1-9, AS AMENDED BY P.L.108-2016, SECTION 2

Honorably discharged veteran who has at least six months of active service in the armed forces of the United States; or a service officer assistant with not less than two (2) years of experience.

Reports To

The CVSO will report to the Director of the Indiana Department of Veterans Affairs (IDVA) and the Newton County Commissioners.

Job Overview

Assisting and coaching veterans and their families when they are applying for benefits from the County along with the State and Federal VA benefits. Assist them with gathering needed records and documentation and following up on claims with the VA. Explain what is expected from the claimant in the claims process and what results they might receive in the VAs decision. Actively work with veterans and dependents in preparing claims for disability compensation, death or injury, insurance, pensions and survivor's pensions, education benefits, rehabilitation training, medical care, burial, home loans, debts/waivers, and other claims which may be applicable under federal, state and local laws as well as acts as a general resource to guide veterans and families to receive benefits earned.

Responsibilities and Duties

- Assist and advise the claimant when filing for county, state or federal benefits i.e., property tax deduction health care, Low Income Pension and Disability Compensation for the purpose of preparation, presentation, and prosecution of claims under laws administered by the Department of Veterans Affairs.
- Oversee, while encouraging input, from the Administrative Assistant and the Indy van drivers.
- Advise on when to file i.e., a claim, a reconsideration, or an appeal when a claim is denied.
- Actively pursue outreach efforts in order to educate the veteran population about benefits being offered.
- Enter data and maintain the veterans and family's forms, information and documentation in VetraSpec software.
- Be mindful of the claimant's information and treat it as proprietary and do not share their information with others.
- Build a knowledge base by the ongoing study of all available resources i.e., the required (TRIP) training, "Training, Responsibility, Involvement and Preparation of Claims", the Code of Federal Regulations Chapter 1 Parts 3 & 4 and the Indiana Code that applies to veterans and their families.
- Provide the council and commissioners with periodic status reports and other happenings.
- **Direct and implement improvements applicable to the Veterans Affairs office i.e.,:**
 - **Indianapolis VA van ride program.**
 - Outreach efforts to Veterans/Families in the county
 - Better ways to assist claimants needs
 - Donation efforts for veterans needs
 - Ways to better gather the data from claimants for benefits.
- Find documentation or assist claimants on where to find military documentation i.e., discharge, medical and personnel files.
- Work closely with your area District Service Officer (DSO) to assure that claims are complete when filed. This is especially important during the learning stages of the job.
- **The CVSO must attend an annual training conference, lasting three days, which is usually held in the late spring or early summer. Usually at Camp Atterbury.**
- **Attend one and one-half day fall conference which is not mandatory but attendance is highly encouraged.**
- Be able to work autonomously and be very astute in searching for information either online or otherwise.
- Periodically create reports and provide the county commissioners and council with the Newsletter or other applicable information to make them aware of what Veterans Affairs is doing.
- Prepare an annual office budget and be responsible and efficient when using these funds.
- Conduct interviews of a personal nature with veterans and family members to identify what benefits they might qualify for.
- **Make hospital, nursing home or home visits when needed.**

- Agree to a background check which is performed as part of the process of being approved for the access to veteran's claims information in the Veteran's Benefit Management System (VBMS).
- Initiate veterans related activities or programs that might include public support
- Accept speaking engagements when requested.
- Work with the VA social workers to ensure that all services are afforded the veteran and their family.
- Ensure that the patient transport vehicle is maintained and another vehicle is purchased when needed.
- Order and coordinate cemetery flag distribution for Memorial Day veteran grave flags.

Qualifications

- **Service officer must be accredited by the Federal VA as per USC 38 CFR & IC 10-17-1-10 one year from the hiring date.**
- Acquire an Indiana Department of Veterans Affairs accreditation within a few months of hire date is required in order to apply the Indiana Department of Veterans Affairs seal onto applicable forms for benefits.
- **Must be an honorably discharged veteran who has at least six (6) months of active service in the armed forces of the United States; or a service officer assistant with not less than two (2) years of experience; Also, be a resident of Indiana or become a resident of Indiana not more than six (6) months after the service officer's start date. SECTION 4. IC 10-17-1-9**
- Become a member of the Newton County Honor Guard.
- **The IDVA will facilitate the annual continuing education requirement in order for the CVSO to maintain federal accreditation at the annual training meeting.**
- Become a member of at least one of the Veterans Organizations that you are accredited with i.e., The American Legion.
- Must be a self-starter and a forward thinker, with **analytical reasoning skills and have the ability to set goals and prioritize them coupled with sound decision-making skills.**
- Perform duties in a congenial, supportive, understanding, heartfelt and informative way. The County Veterans Service Officer must have a compassionate understanding of the problems, which confront veterans, widows, widowers, and children.
- Be proficient with Microsoft programs, Word, Excel, PowerPoint as well as general office duties i.e., FAXing documents and copying.
- Responsible for maintaining office equipment contracts and upgrading office equipment or the addition of new software.
- Must be a responsible team player in an office environment.
- Be compassionate to the veterans and family's circumstances.
- As a director you are to maintain a comfortable but efficient office working environment.
- Must have effective verbal and written communication skills and have the ability to generate reports via word processor or spreadsheets and convey issues in group meetings.
- Apply critical thinking skills when explaining the conveying the possible amounts of benefits based on income versus medical bills with pension claims and percentages of disability when dealing with disability compensation claims.

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



Highway / Full Time Laborer

The Highway Department is accepting applications for the position of Full Time Laborer.

- Class B Commercial Driver's License is required – or ability to obtain the CDL within 6 months of hire. Ability to safely and legally operate all department vehicles.
- Working knowledge of and skill in the operation of trucks and related equipment.
- Basic knowledge of mechanics of light & heavy equipment and ability to perform preventative maintenance and minor repair.
- Ability to follow verbal and/or written instructions and directives from supervisors.
- Working knowledge of safety procedures for working in or around vehicles and heavy equipment, and/or working around traffic.
- Ability to safely operate, protect and maintain assigned equipment and tools.
- Ability to effectively communicate with co-workers and members of the general public in a courteous and tactful manner.
- Ability to work extended hours and ability to perform physical requirements of essential duties.

Duties in detail will be discussed during the interview process.

Applications are available online at newtoncounty.in.gov or at the Highway Dept. Please send applications to David Pluimer at dpluimer@newtoncounty.in.gov or drop off at the Highway Dept.



Highway / Full Time Shop Foreman/Mechanic

The Highway Department is accepting applications for the position of Full Time Shop Foreman/Mechanic.

- Class B Commercial Driver's License is required – or ability to obtain the CDL within 6 months of hire. Ability to safely and legally operate all department vehicles.
- Maintains Department vehicles and equipment, including but not limited to trucks, tractors, grader backhoe, loaders and other vehicles, mowers, weed eaters, sprayers, chain saws and other equipment.
- Conducts standard maintenance and electrical functions such as oil lubrications, muffler installation, replaces head lights and tail lights, and checks fluid levels of Department vehicles.
- Repairs Department equipment and vehicles using cutter, welder, torch, skid steer, drill, grinder, air wrench and other shop equipment; arranges for outside repair of equipment/vehicles under warranty and during emergency situations.
- Supervises and directs assigned personnel, making work assignments, providing training and corrective instruction, as needed.
- Conducts in field repair of Department vehicles, as needed; occasionally tows vehicles to shop. Regularly meets with Superintendent and others to prepare work assignments.
- Occasionally may perform other duties, including snow removal and blacktop surfacing. Operates, maintains, and services assigned vehicle.
- Performs related duties as assigned.

Duties in detail will be discussed during the interview process.

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Newton County, Indiana Job Posting

The Newton County Commissioners are looking to fill the position of **Highway Superintendent**. Applications may be downloaded at www.newtoncounty.in.gov. Interested parties may submit an application or resume to the Newton County Commissioner's Office, located at the Newton County Government Center, 4117 S. 240 W. Suite 100 Morocco, IN 47963 or via E-mail nccommissioners@newtoncounty.in.gov.

Duties include, but are not limited to:

- Direct road crews in daily assignments, including reviewing road conditions, assigning special duties and maintaining regular work schedules; review road crew projects and inspect assigned work areas to assure proper completion of assigned duties and provide corrective instruction when needed.
- Respond to county resident's service requests and complaints relating to road conditions.
- Attend commissioner and council meetings, Plan Commission meetings when necessary, and assist commissioners with recommendations regarding the county's roads.
- Hires, trains, disciplines, and terminates department employees; regularly evaluating employee performance.
- Oversees all purchasing, prepares specifications for all highway equipment purchases, and prepares bids for stone and asphalt.
- Responds to emergency calls regarding road conditions and hazards.
- Maintains inventory of all department vehicles and equipment; assuring proper maintenance and working order.
- Performs public relation functions of the department.
- Prepares annual budget for department.
- Attends educational seminars and training sessions as required.

Requirements for the position:

Knowledge of county roads and standard practices and procedures of road repair, re-surfacing, plowing and general maintenance.

Ability to read and interpret project specifications.

Ability to respond to emergency situations; work extended hours; respond to complaints and communicate with commissioners, co-workers, personnel from other governmental departments, and the general public.

Newton County is an Equal Opportunity Employer

Newton County, Indiana

Job Posting

Position: **NEWTON COUNTY HIGHWAY SUPERINTENDENT**

Position Status: Full Time, Non-Exempt

The Newton County Highway Superintendent shall be responsible for the overall daily administration and operation of the Newton County Highway Department. The Superintendent shall be responsible for all daily administrative, clerical, and operational duties, and all Highway Department employees shall ultimately report to and follow his/her instructions. To perform these duties effectively; the Superintendent must be able to perform each essential duty satisfactorily. The requirements listed in this document are simply representative of the knowledge, skill, and/or abilities required. Newton County provides reasonable accommodations to qualified employees and applicants with known disabilities who may require special accommodations to complete the application process and/or perform the essential functions of this, and other jobs, unless these accommodations would cause an undue hardship.

Job Requirements of the Superintendent:

Must be at least 18 years of age.

Must possess a valid Indiana Driver's License; a Class B Commercial Driver's License is preferred if the Superintendent is to be operating any equipment that requires such.

Must pass a Criminal Background Check.

Must pass a pre-employment drug screen and future random drug screens as may arise.

Must take pride in his/her general appearance and personal hygiene.

Must have a working knowledge of Standard English grammar, spelling, and pronunciation with the ability to prepare details written reports.

Must have a thorough working knowledge of specifications, standards, and procedures for road and bridge construction.

Must possess the ability to supervise and direct personnel, including administering personnel policies, interviewing candidates and making hiring recommendations, evaluating performances, assigning and delegating work and maintaining discipline.

Must possess the ability to comply with all Newton County personnel policies and work rules, including but not limited to; attendance, safety, drug/smoke free workplace and personal conduct.

Must possess the ability to effectively and competently work with and communicate with the public (sometimes irate and upset), co-workers, other County departments, the Indiana State Dept of Transportation, various consulting firms and any others in a diplomatic and respectful manner being sensitive to professional ethics, gender, race, cultural diversities and disabilities, maintaining confidentiality where needed.

Must possess the ability to apply knowledge of people, equipment, and locations to plan and layout assigned work.

Must possess the ability to operate standard office equipment including computers and software used in conjunction with the Highway Department. Be able to work alone with minimum supervision, read and interpret prints and construction plans. Be able to work on several tasks at the same time and work rapidly and efficiently to complete necessary daily tasks. Be able to understand, memorize, retain and carry out written and/or oral instructions and present findings in oral and/or written form.

Duties of the Superintendent:

Supervise and direct Highway Department Personnel, including administering personnel policies, interviewing candidates, evaluate performance of employees and maintain discipline.

Prepare and administer an annual Highway Department budget and monitor said budget through the year, approving purchases of all needed supplies and equipment and reporting on the status of the budget throughout the year as may be necessary.

Establish and maintain a County-wide road, bridge, and culvert inventory program and maintain this database as needed.

Investigate and resolve, to the best of his/her ability, all citizen complaints regarding roads, bridges, and the Highway Department in general.

Assist any other Newton County agency or board, such as, the Surveyor or Drainage Board, as directed by the Highway Department Superintendent. This assistance shall not interfere with the normal daily work of the Highway Department.

Attend all Newton County Board of Commissioners and Council meetings and report on the Highway Department progress.

Oversee all purchasing, prepares specification for all highway equipment purchased, and prepares bids for stone and asphalt.

Field work: this includes meeting with Engineer Consultants and construction companies for pre-con and final walk-throughs, investigate and resolve road complaints and concerns from residents, check up on workers in the field.

Difficulty of Work:

The Newton County Highway Superintendent operates within broad and general guidelines, exercising his/her discretion, and independent judgment in selecting the appropriate approach to address specific situations. Numerous duties are performed that are not directly related to one another. Decisions are restricted only by the broadest policy and/or guidance from his/her direct superiors.

Responsibility:

The Newton County Highway Superintendent's performance may have a substantial impact on overall department morale, operations and functions. The Superintendent receives administrative and advisory direction from the Newton County Board of Commissioners and establishes intra-department policies, procedures, and performance standards. The Superintendent's work and performance shall be periodically reviewed by the Newton County Board of Commissioners for attainment of set objectives.

Personal Work Relationships:

The Newton County Highway Superintendent shall maintain frequent contact with co-workers, other County Departments, the Indiana Department of Transportation, consulting firms, the public and any other County, State, or Federal Agency as may be necessary for the purpose of activities of the Newton County Highway Department. The Superintendent reports directly to the Newton County Board of Commissioners.

Physical Effort and Work Environment:

The Newton County Highway Superintendent performs duties in a standard office environment and also outdoors in the field, involving sitting, standing, walking at will, walking on uneven terrain, working in extreme hot or cold temperatures, working in wet or icy environments, working with or near fumes, odors, dust and dirt, high noise, and wearing protective equipment on job sites, pushing, piling, lifting and carrying objects that weigh up to fifty (50) pounds, crouching, kneeling, bending at waist, reaching, close and far vision, color and depth perception, speaking clearly and hearing sounds, handling, grasping objects and several other physical operations as may be necessary to complete his/her job.