

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of the Re-hire of
A Former Employee**

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)

ORDER NO. 13296

WHEREAS, it is the recommendation of Anthony Voudy, Veterans' Services Officer, that the following person shall be re-hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Range/Step</u>	<u>Rate</u>	<u>Status</u>
Adali M. Pitman	Assistant VSO	G-2	\$4210/mo	FT

The job description is attached hereto for reference.

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

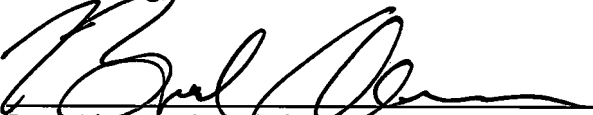
NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of September 8, 2023.

DATED this 6th day of September, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

Absent At Signing

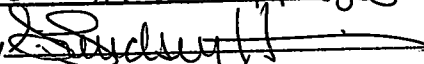
John Herzog, Chair


Brad Alcorn, Vice Chair

Approved as to Form:


Michael E. Fitzgerald, OSB #950738
County Legal Counsel


Jay Trost, Commissioner

CJ2023-212
Curry County Clerk, Shelley Denney
Filed Date 9 11 23
Time 8:24AM - 4 pages
Deputy 
S. Lindsay Harris

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Assistant Veterans' Services Officer

EXEMPT:	No	
SALARY LEVEL:	G	
SUPERVISOR:	Veterans' Services Officer	
PREPARED BY:	Veterans' Services Officer	June 2023

GENERAL POSITION SUMMARY:

The Assistant VSO will represent claimants as a federally authorized representative to file claims and actions on behalf of the veterans, their survivors and dependents to ensure they receive the maximum entitlement of benefits. An Assistant VSO considers a wide range of legal, medical, occupational and other factors to develop cases based upon complicated facts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serves as an advocate and liaison between veterans, state, and federal agencies and other community resources.
2. Serves as an advocate and liaison between veterans, state, and federal agencies and other community resources.
3. Disseminates general information pertaining to veterans' benefits through community outreach projects, State Stand Downs for homeless veterans, resource fairs and other public events.
4. Coordinates transportation for veterans to various VA medical facilities and community providers as necessary.
5. Actively seeks and maintains professional relationships with community providers to provide veterans with appropriate referrals for services in the community while maintaining confidential records.
6. Represents the Department at Veterans related public events within the community.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

This position has no supervisory responsibilities. The Assistant VSO is supervised by the Veteran's Services Officer.

QUALIFICATION REQUIREMENTS:

Knowledge of . . .

- Federal rules, regulations, and statutes of the VA and ODVA
- Case law of the United States Court of Appeals for Veterans Claims
- Etiology and relationship of medical conditions and medical terminology, human anatomy, and physiology
- Social Security, Medicare, and all need-based federal and state programs

Ability to . . .

- Tactfully conduct interviews of a personal nature with veterans and their families to obtain accurate and complete information
- Understand and interpret federal laws and regulations and medical records
- Prepare written statements and oral presentations on behalf of claimants
- Express technical information in clear oral or written manner
- Use pcs for word processing, the Vetra Spec / VBMS database program, and
- other appropriate software
- Keep accurate and confidential records

Skill in . . .

- Reading, analyzing, and interpreting common scientific and technical journals, financial reports, and legal documents
- Responding to common inquiries and complaints from customers, regulatory agencies, or members of the business community
- Writing speeches and articles for publication that conform to prescribed style and format. Effectively presenting information to top management, public, or other groups
- Working with and applying mathematical concepts, such as fractions, percentages, ratios, and proportions, to practical situations
- Defining problems, collecting data, establishing facts, and drawing valid conclusions

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in health or social sciences, business administration, law, education, or a related field.

Two years' experience in a social service setting, legal services or direct service to veterans; or any satisfactory equivalent of experience and training which demonstrates the ability to perform the above-described duties.

Necessary Special Requirements:

- Must be able to obtain accreditation as a Veterans' Services Officer as required by the Oregon Department of Veterans' Affairs
- Possession of a valid Oregon Driver License and good driving record

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Typically requires climbing, stooping, kneeling, crouching, reaching standing, walking, sitting, lifting and repetitive motion.
- Requires exerting up to 20 lbs., frequently, 50 lbs. occasionally, of force to move objects. Minimum physical effort is required. Requires driving.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.