

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

**IN THE MATTER OF ADOPTING A
POSITION DESCRIPTION FOR AN
EXISTING POSITION**

)
)
)

ORDER NO: 23125

WHEREAS, it is the recommendation of Julie Swift, Payroll & HR Coordinator, that the attached position description be adopted for the following position:

Assistant Veterans' Services Officer
Position Title

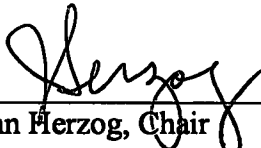
G
Range

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 recommendation be in effect as of July 6, 2022. This description replaces any previous description approved for this position.

Dated this 6th day of July, 2022.

**CURRY COUNTY
BOARD OF COMMISSIONERS**

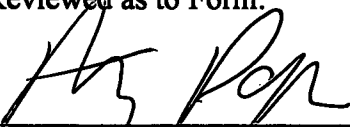


John Herzog, Chair

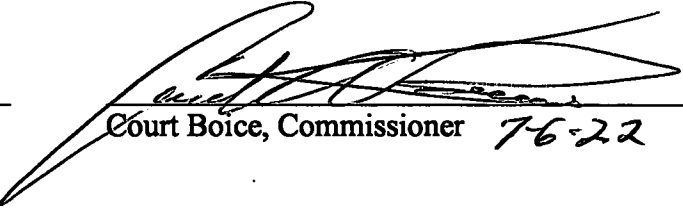
OPPOSED

Christopher S Paasch, Vice Chair

Reviewed as to Form:



Anthony Pope, OSB # 192939
County Legal Counsel



Court Boice, Commissioner 76-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Assistant Veterans' Services Officer

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

July 2022

POSITION SUMMARY:

An employee in this class will act as an advocate and provide representation and technical assistance to veterans of the United States Armed Forces in the preparation, presentation and prosecution of claims for benefits to which they are entitled under federal, state and local laws. In this position the Assistant Veterans Service Officer will specialize in assisting veterans, their dependents, and survivors in applying for and receiving benefits they may be entitled to, with a focus on representing veterans before Federal Law Judges and Decision Review Officers with the United States Department of Veterans Affairs (USDVA) in pursuit of benefits through appeals.

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. The Assistant VSO will also advise claimants on entitlements and procedures, placement and follow-up services for eligible patients to residential care facilities, homes for the aged, adult foster care homes, and financial eligibility for assistance such as food stamps for elderly, blind and disabled people.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties which are not listed:

1. Counsels, advises and assists veterans and their dependents in obtaining benefits provided for them by county, state and federal law.
2. Conducts interviews of veterans, dependents and survivors to obtain all pertinent information and documentation to complete claims. Provides counsel to veterans of their rights under veteran's benefits acts and other relevant legislation.
3. Provides assistance to veterans and dependents in applying for service-connected pension, educational benefits, home loans, death benefits, medical coverage, insurance and other related benefits.

JOB DESCRIPTION

JOB TITLE: Assistant Veterans' Services Officer – Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties which are not listed:

1. Counsels, advises and assists veterans and their dependents in obtaining benefits provided for them by county, state and federal law.
2. Conducts interviews of veterans, dependents and survivors to obtain all pertinent information and documentation to complete claims. Provides counsel to veterans of their rights under veteran's benefits acts and other relevant legislation.
3. Provides assistance to veterans and dependents in applying for service-connected pension, educational benefits, home loans, death benefits, medical coverage, insurance and other related benefits.
4. Completes and reviews all information and documentation to complete and submit veteran's benefits claims per federal, state and local regulations.
5. Actively seeks and maintains professional relationships with community providers to provide veterans with appropriate referrals for services in the community.
6. Coordinates transportation for veterans to various VA medical facilities and community providers as necessary.
7. Disseminates general information pertaining to veterans' benefits through community outreach projects, State Stand Downs for homeless veterans, resource fairs and other public events.
8. Other duties as assigned.

JOB DESCRIPTION

JOB TITLE: Assistant Veterans' Services Officer – Page 3

QUALIFICATION REQUIREMENTS:

Knowledge of -

Current federal, state and local legislation pertaining to benefits for veterans and their dependents.

Programs and activities of agencies rendering services to veterans.
Legal documents and processes necessary to substantiate benefit claims.

Ability to -

Tactfully conduct interviews of a personal nature with veterans and their families to obtain accurate and complete information.

Comprehend and articulate medical, legal and military information into competent claims for veterans.

Establish and maintain good working relationships with veterans, veterans groups and government agencies.

Read and interpret regulations governing various benefit programs.

EXPERIENCE AND TRAINING:

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.

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