

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**INSTRUCTIONS TO APPLICANTS  
for  
Veterans Affairs Officer Position**

1. Please fill out the enclosed application form and attach a copy of your resume together with any additional documentation that you may wish to have considered with your application;
2. Applications will be screened down to approximately five (5) who will be contacted for an interview. Please do not continue to contact this office, as those who will be interviewed will be determined on the basis of the application and resume. Those interviewed may be required to demonstrate their proficiency at needed skills;
3. All applications must be returned to the County Administrator's Office by not later than 4:00 pm on March 25, 2019. Applications received after said date will not be considered, and;
4. Please type or neatly print your name and address on the spaces provided on this sheet, then staple this sheet and the remainder of this packet in the front left hand corner of your application and resume.

Fabian L. Knizacky  
Mason County Administrator

## **EMPLOYMENT OPPORTUNITY**

### **Veterans Affairs Officer for Mason County**

Mason County is seeking a qualified individual for a part-time Veterans Affairs Officer position. Individuals applying for this position must possess general knowledge of veteran's benefits, computer and typing related skills and be knowledgeable of investigating, researching and documenting claims. Persons interested in making application for this position may pick up a job application packet at the County Administrator's Office located at 304 E. Ludington Avenue, Ludington, Michigan. Only those applications that are contained in the job application packet and returned not later than 4:00 p.m. on March 25, 2019 will be considered. The County of Mason is an Equal Opportunity Employer.

### **VETERANS AFFAIRS OFFICER POSITION**

This position is scheduled to work 20 hours a week.

#### **I. JOB DESCRIPTION – Veterans Affairs Officer**

##### **GENERAL SUMMARY:**

Under the general supervision of the County Administrator, is responsible for the administration, direction and management of the Veterans Services Department. Performs a variety of duties related to supporting and furthering the interests of County Veterans, including providing advice to veterans, communicating with applicable government agencies, and researching legislation affecting veterans. Assists veterans and their families obtain benefits to which they are entitled.

##### **TYPICAL DUTIES:**

1. Plans, develops and implements policies and procedures to guide departmental operations in order to assist veterans and their dependents to obtain benefits they are entitled to under various local, state, and federal laws and programs.
2. Interviews and assists veterans, their survivors and dependents in securing benefits under programs providing assistance to veterans such as notarization of documents, replacing lost discharge documents, CHAMPVA / TRI-CARE, service connected disability, disability pension, survivors pension, burial claims and grave markers, life insurance, home loans, death benefits, education, vocational rehabilitation, discharge upgrades, job assistance, reemployment rights, and medical/psychological benefits including substance abuse services. Advocates for proper treatment and takes corrective action as necessary.
3. Prepares claims and supporting documents, researches and assembles evidence and documents claims applications. Reviews medical records in order to advise veterans whether the disability will be recognized by the Veterans Administration. Works with clients to gather medical evidence necessary to support claims. Advises veterans on appeal procedures, grounds for appeal and researches for applicable precedents, medical evidence and laws. Assists veterans with VA appeals.
4. Oversees and operates the Veterans Burial Fund to provide an allowance for burials of

eligible veterans and dependents.

5. Oversees and operates the Soldiers and Sailors Relief Fund to provide emergency assistance for eligible Mason County veterans and dependents.
6. Serves as a Veteran's advocate to all local units of government.
7. Serves as County liaison and Veteran's advocate to the Veteran's Trust Fund.
8. Coordinates the transportation program to ensure Mason County veterans have transportation to necessary veterans' clinics/hospitals. Actively recruits volunteer drivers for the program.
9. Drafts the departmental budget, prepares requests for amendments, and monitors expenditures to ensure compliance with the adopted budget.
10. Performs the personnel management functions of employment interviewing, making hiring decisions, training, assigning work, and reviewing performance for staff assigned to the Veterans Services Department.
11. Promotes positive public relations; interacts and speaks to various veterans groups, community/civic groups, and other agencies/groups; attends VA and other veteran activities; and maintains working relationships with service organizations such as AMVETS, American Legion, VFW, etc.
12. Completes special projects and related duties as assigned.
13. Prepares and submits required reports to ensure compliance with State of Michigan Veteran's grants.
14. Provides counseling for veterans/dependents or assists them in obtaining counseling.
15. Meets regularly with the Soldiers and Sailors Committee; provides monthly reports.
16. Coordinates and monitors the client's individual program plan.
17. Maintains files and filing systems.
18. Performs various administrative/office tasks including filing, copying, ordering supplies, etc.
19. Performs other related essential duties as required.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

## MINIMUM REQUIREMENTS:

Education: Two years of college level course work in psychology, social work counseling, or related area of social services required.

Experience: One year of experience investigating, researching and documenting claims, preferably within a veteran's service function. Proficient or have the ability to become proficient within three months in Microsoft Word and Excel.

Must possess a valid vehicle operator's license and have the ability to operate motor vehicles.

Accreditation as a County Veterans Counselor is required within time frames required by State Veteran's grants.

Acquiring remote access to the United States Department of Veterans Affairs computing system and obtaining PIV cards for county veteran services officers no later than September 30, 2019.

Acquiring a State of Michigan VetraSpec User Agreement within time frames required by State Veteran's grants.

### Desired:

A veteran is preferred for this position.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements**

Ability to operate a variety of automated office machines including typewriter, calculator, copier, telephone system, fax machine, etc.; ability to coordinate hands and eyes in using automated office equipment; ability to operate a computer utilizing word processing, spreadsheet, database, Internet, and other software applications.

Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; tasks require visual perception and discrimination; tasks may involve extended periods of time at a keyboard or workstation.

### **Mathematical Ability**

Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion.

### **Language Ability and Interpersonal Communication**

Ability to comprehend and correctly use a variety of informational documents including VA bulletins, county memos, newsletters, VA forms, applications, and other reports and records.

Ability to comprehend a variety of reference books and manuals including laws, ordinances, statutes, trust manuals, and others.

Ability to prepare claims, minutes, applications, vouchers, income/expense verifications, memorandum, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to make independent judgments, use common sense, and exercise sound professional judgment in all daily activities; ability to utilize the principles of influence and rational systems in the performance of tasks.

Ability to learn and understand medical, legal, counseling, and military terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.

Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.

Ability to obtain proper and correct knowledge on various issues and be knowledgeable of resources available; ability to prioritize and manage pressures of multiple demands; must possess skills in problem identification and personal interaction.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a professional manner.

Ability to counsel and mediate; ability to persuade, convince, influence and train others; ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Ability to communicate effectively with veterans, their families, VA personnel, hospice personnel, hospital personnel, community agencies, service organizations, counselors, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as in public speaking situations.

### **Environmental Adaptability**

Ability to work effectively in an office environment.

Exposure to individuals with various emotional/mental problems.

Exposure to communicable diseases.

Essential functions are regularly performed without exposure to adverse environmental conditions.

Mason County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

## **II. JOB COMPENSATION AND BENEFITS**

This Veterans Affairs Officer position is an at-will county position subject to the County Handbook Policy and other rules governing part-time employees adopted by the Mason County Board of Commissioners. There will be a six (6) month introductory period. At present, hours, compensation and benefits include, but are not limited to, the following:

- A. Office hours are Monday thru Friday, 1:00 p.m. to 5:00 p.m. except for holidays.
- B. Current compensation schedule for 2019 is \$20.00 an hour.

# Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For					Date of Application	
How Did You Learn About Us?						
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Friend		<input type="checkbox"/> Walk-In		
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Relative		<input type="checkbox"/> Other _____		
Last Name		First Name			Middle Name	
Address	Number	Street	City	State	Zip Code	
Telephone Number(s)				Social Security Number		

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No  
If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
*Proof of citizenship or immigration status will be required upon employment.*  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  
*Conviction will not necessarily disqualify an applicant from employment.*  Yes  No

If Yes, please explain \_\_\_\_\_

# Education

	Elementary School					High School				Undergraduate College / University				Graduate / Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma / Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.  
*You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:*

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## References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever had any job-related training in the United States military?  
 Yes  No

If Yes, please describe \_\_\_\_\_

Are you physically or otherwise unable to perform the duties of the job for which you are applying?  
 Yes  No

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		Hourly Rate/Salary	
			Starting	Final
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		Hourly Rate/Salary	
			Starting	Final
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		Hourly Rate/Salary	
			Starting	Final
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		Hourly Rate/Salary	
			Starting	Final
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

## Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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# Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

\_\_\_\_\_  
INTERVIEWER      DATE

Employed  Yes  No      Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE      DATE

## NOTES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Employment Data Record

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file. **Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

## VOLUNTARY SURVEY

(Please Print)

Date \_\_\_\_\_

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip
Social Security No.		

Complete Only The Sections Below That Have Been Checked	
Current Job	
Check One:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Check One Of The Following: (Ethnic Origin)	<input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
Check If Any Of The Following Are Applicable	<input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
Birthdate	

FOR POST HIRE USE ONLY DETACH HERE