

## **Veteran Service Officer**

Lackawanna County is seeking a highly motivated individual for employment in the field of Veterans Affairs. Successful candidate must possess expertise in Human Services and be willing to travel short distances. Candidate must obtain certification from PA State Military and Veterans Affairs within one year of hire.

Job duties include, but are not limited to: processing all types of County and Federal Veterans Claims; research; community outreach; and all administrative support functions.

### Requirements:

- Degree in Humanities, or equivalent experience.
- Two to three years experience in Social/Human Services.
- Knowledge of Veteran/Military Affairs.
- Knowledge of demographic and economic related trends and factors affecting social service resource availability for veterans.
- Knowledge of Microsoft Office, with the ability to learn County software.
- Knowledge of goals, objectives, principles, and practices pertaining to veterans rights and benefit programs.
- Knowledge of functions commonly found in government, and community agencies providing services to veterans.
- Ability to establish and maintain working relationships with officials and representatives of state, federal, and community agencies, veterans, families, and the public.
- Ability to communicate, to express ideas, and to maintain a professional atmosphere with clientele and co-workers.
- Required to obtain and maintain accreditation from the US Department of Veterans Affairs with training sponsored by the PA Department of Military and Veterans Affairs within one year of assignment to the position.
- Required to attend additional training, meetings and outreach appointments as required.
- Military experience in the Iraq and Afghanistan Wars preferable.