

VETERAN SERVICE OFFICER – VETERANS' AFFAIRS

Lackawanna County is seeking a **Veteran Service Officer** to assume responsibilities for processing all types of County and Federal Veterans Claims; research; community outreach; and all administrative support functions. Hours are Monday – Friday 9A-4P. This position reports to the Director of Veterans' Affairs.

Job Duties and Qualifications:

- Degree in Humanities, or equivalent experience.
- Two to three years experience in Social/Human Services. Military experience in the Iraq and Afghanistan Wars preferable.
- Knowledge of Microsoft Office, with the ability to learn County software.
- Knowledge of Veteran/Military Affairs and of the demographic and economic related trends and factors affecting social service resource availability for veterans.
- Knowledge of goals, objectives, principles, and practices pertaining to veterans Rights and benefit programs and 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.

Please submit your letter of interest, resume, and application no later than July 21, 2011 to:

Human Resources, Attn: HR Analyst
Lackawanna County Administration Building
200 Adams Avenue, 6th Floor
Scranton, PA 18503

Email: petersens@lackawannacounty.org

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