



COUNTY OF NYE

CLASS TITLE: VETERANS' SERVICES OFFICER

BASIC FUNCTION:

Counsels Nye and Esmeralda County veterans and/or their dependent(s) with regard to obtaining benefits available. Prepare, present and prosecute claims, arguments and appeals as per federal and state statutes on behalf of veterans and/or their dependent(s). Decipher medical statements regarding physical and mental diseases and disabilities that are presented for initial claims and/or appeal action to the Department of Veterans Administration, military, state and local agencies on behalf of veterans and/or their dependent(s). ***This position exists only to the extent that funds are available.***

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Performs all the duties of the Veterans' Service Representative (VSR's).
2. Responsible for and available to participate in the active recruitment of funding necessary to maintain this department and/or function.

Knowledge of & Ability to:

Detailed knowledge of NRS and NAC sections relevant to the area of responsibility; Working knowledge of supervisory techniques and practices; Training needs of subordinates and sources of training. Ability to supervise staff specialized in Veteran Affairs administration; Interpret and enforce department policies and guidelines.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Veteran preferred and any combination of experience and education that could likely provide the required knowledge and abilities. A typical way to qualify: Associates degree from accredited college or university in general studies, social science, English or related field and two years of general office experience and two years experience directly related to providing veterans' services.

LICENSES:

Valid Nevada's Drivers License.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides guidance to Veteran Service Representatives (VSR's) in the data collection process, submission of claims, delegation of duties, assignments of cases and determining training needs. Evaluate subordinate VSR's and participate in the near-term and long

range planning for scheduling and budgeting. Supervises support clerical staff.

CONTACTS:

Nevada Office Veterans' Service (NOVS), Nye & Esmeralda County Commissioners, Nye & Esmeralda County Managers

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Normal office environment subject to lifting books, bending and standing; ability to travel to different sites and locations.

WORKING CONDITIONS:

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer. Normal Office Environment.