

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Veteran Services Director (Position #285-1)
LOCATION: Veterans Services
SALARY RANGE: \$52,810 - \$55,347 (Grade 73)
JOB TYPE: Full-time/Permanent/Exempt
POSTING DATE: March 18, 2016
DATE AVAILABLE: May 1, 2016
CLOSING DATE: Open Until Filled



PRIMARY PURPOSE OF POSITION

Assists veterans and their families in obtaining benefits offered by the federal and state Department of Veterans Affairs. Responsible for maintaining the overall operations of the Craven County Veterans Services office.

ESSENTIAL JOB FUNCTIONS

Assists veterans and their dependents in applying to the Veterans Administration for pension, compensations, burial allowance, medical services, education and housing loans, death benefits, and other benefits. Assists veterans with disability applications and assuring necessary records, medical reports, and materials are collected and submitted. Assists with a wide variety of paperwork processing and expediting; recommends acceptable documentation and sources to obtain documentation for applications and claims. Interprets, applies, explains, and research various regulations and benefits. Clarifies problems and claims by contacting national, regional, state, and district veteran's representative, discussing the options and resolving issues. Establishes and maintains a variety of records, reports, and applicant files. Prepares and monitors departmental budget. Supervises staff; prepares annual employee evaluations; interviews prospective employees; responsible for hiring, firing and disciplinary action of departmental personnel; recommends and implements operating practices of significant importance. Attends meetings and conferences to keep current on relevant information.

ADDITIONAL JOB FUNCTIONS

Acts as liaison to high level management and elected officials as well as the general public to provide technical and procedural information. Maintains contracts with other agencies as it may relate to daily operations, etc. Develops and maintains periodic reports as appropriate.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from a four-year college with a degree in business administration, or related field and moderate experience in program administration/coordination, veterans service work or the military service; or an equivalent combination of education and experience. General knowledge of federal procedures, and regulations pertaining to the various veterans service programs and benefits. General knowledge of resources available for and assistance to veterans and their dependents.

SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license upon hire and must obtain NC Division of Veterans Affairs Certification within one year of employment.

HOW TO APPLY

Download the North Carolina State Application (PD107) Main Page and Continuation Page online from <http://www.oshr.nc.gov/jobs/general.htm>. Submit application, resume, reference sheet and cover letter to: Amber M. Parker, Human Resources Director, 406 Craven Street, New Bern, NC 28560. Resumes will not be accepted unless accompanied by a completed application. Craven County Department contact for questions is Amber Parker (252) 636-6602.

Craven County is an Equal Opportunity Affirmative Action Employer.