



# Employment Opportunity

## Jackson County

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*Please post this employment opportunity where all employees have access.*

**Position:** Veterans' Service Officer

**Department:** Veterans' Office

**Description of Duties & Responsibilities:** Responsible for performing administrative work in advising armed forces veterans and their dependents of their rights and benefits available under federal, state and local laws. Work involves interviewing veterans or their dependents to determine eligibility for various veterans' programs; assisting clients in completing required forms; and compiling and submitting data as required. Employee is also responsible for negotiating with program officials to obtain services for clients, as necessary; and performing various administrative duties to document casework and activities, and to ensure proper operations of the Veterans' Service Office. The Veterans' Service Officer supervises an administrative assistant. Employee must exercise tact, courtesy and discretion in frequent contact with veterans and/or their dependents. Employee must also exercise initiative and independent judgment in determining clients' eligibility for veteran's benefits. Reports to the County Manager.

*Position requires Veterans' Service Officer certification through both the U.S. Department of Veterans Affairs and North Carolina Division of Veterans Affairs, if not certified, certification must be obtained within 12 months. Candidates must be willing to relocate to Jackson County if not already a resident.*

**Education & Experience Requirements:** Associate's degree and two years' experience in Veterans Services, government field, counseling, or other related area; or any equivalent combination of education and experience. Must have valid NC Driver License. Veterans' preference applies to the position.

Prefer a candidate with more than two years' experience in veterans service work and certification from U.S. Department of Veterans Affairs and North Carolina Division of Veterans Affairs.

**Starting Salary:** \$33,958.32 (Grade 21)

**Application Requirements:** Submit a complete State Application (PD107) to:

Jackson County	NCWorks Career Center
Human Resources Department	26 Ridgeway St., Suite 2
401 Grindstaff Cove Rd., Suite A-218	Sylva, NC 28779
Sylva, NC 28779	

State applications are available online at <http://www.jacksonnc.org/employment-opportunities.html> or can be obtained at the Jackson County Human Resources Office or Sylva Office of the NC Division of Employment Security.

**Closing Date:** Open until filled.

**Jackson County is an Equal Opportunity Employer.**

*Pre-employment drug screen and criminal background checks are required.*

*Jackson County participates in the federal [E-Verify](#) program.*

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**Jackson County Human Resources Department**

401 Grindstaff Cove Road • Sylva, NC 28779

828-631-2212 • 828-631-2266 fax