



Employee Relations Division
Carver County Government Center
Courts Building
604 East Fourth Street
Chaska, MN 55318-2102

CARVER COUNTY
invites applications for the position of:
**Veteran Services
Officer**

OPENING DATE: 03/10/23
CLOSING DATE: 03/30/23 04:30 PM
SALARY: \$80,828.80 - \$121,264.00 Annually
JOB TYPE: Full-Time
LOCATION: Chaska Government Center
DEPARTMENT/OFFICE: Public Services
FLSA: Exempt

JOB SUMMARY:

The Veteran Services Officer (VSO) is appointed and reports to the Assistant County Administrator. The VSO administers and coordinates all veterans programs throughout Carver County. In addition, the VSO provides direct support to veterans and their families to obtain benefits from Federal, State, and County agencies. The VSO is responsible for developing and implementing effective community outreach programs and serves as a liaison to community veterans organizations.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Advises, assists, and advocates for veterans, their dependents, and survivors to obtain available federal, state, and local services, assistance, and grants including, but not limited to, VA home loan benefits, insurance, education benefits, death benefits, life insurance, inpatient and outpatient health care, home health care, placement in a care facility, VA hospital benefits, compensation, retiree benefits, and all related veterans benefits for which they are eligible.
- Advises, assists, and advocates for clients to appeal denied claims; attends hearings as requested on behalf of veterans.
- Supervises and directs the work activities and functions of the Assistant Veteran Services Officers, Van Drivers, and Veteran Services Representative. This includes but is not limited to; hiring, promoting or transferring staff, assigning work, conducting performance appraisals, verbal and written discipline, suspension, and termination.
- Develops community awareness through outreach programs to inform veterans and the public on benefits and services available. Serves as liaison to, and appears before, County veterans' organizations and other County organizations to provide members with current information. Drafts information for release to local media.
- Maintains current knowledge of county, state, and federal statutes, as well as rules, regulations, and policies regarding veterans' programs, and interprets and applies them to the office's operations.
- Develops and implements procedures and recommends policies related to veterans. Prepares and submits reports as required to state and federal agencies.
- Drafts and prepares applications for periodic grants through state and federal programs for special

projects or equipment.

- Attends training as needed.
- Performs other related duties as assigned or apparent.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Political Science or related field.
 - Two (2) years of related experience, preferably in the public sector.
- or
- Equivalent combination of education and experience.
- and
- Veteran with an honorable discharge according to Minnesota Statute Chapter 197.
 - Maintain yearly accreditations with the Minnesota Association of County Veterans Service Officers and Minnesota Department of Veteran Affairs within the first 12 months of employment.
 - Valid Minnesota Driver's License.
 - Citizen of the United States of America.
 - Minnesota resident.

Preferred Qualification:

- Two (2) years of supervisory experience.

SCORED EXAMINATION PROCESS:

All applications will be screened for minimum qualifications, scored and ranked. The highest ranked candidates meeting minimum qualifications will be recommended for the scored oral examinations (interviews). Final selection for the position will include successful completion of oral interview(s), reference checks, and background investigation.

Applications must be received in Employee Relations no later than 4:30 p.m. on the closing date. Resumes may be included, but will not be accepted in lieu of a completed application.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.carver.mn.us/employment>

OUR OFFICE IS LOCATED AT:

600 East 4th Street

Chaska, MN 55318

952-361-1525

Fax: 952-361-1536

employeerelations@co.carver.mn.us

An Equal Opportunity and Veteran Friendly Employer

Job #02420

VETERAN SERVICES OFFICER

MM

Veteran Services Officer Supplemental Questionnaire

* 1. Please indicate the highest level of education you have completed:

- High School Diploma/GED
- Associates Degree

- Bachelor's Degree
- Master's Degree or higher

- * 2. If you indicated that you have a post-secondary degree, is that degree in Political Science or a related field?
 - Yes
 - No

- * 3. Please indicate your area of study below. If you do not have a post-secondary degree, indicate N/A.

- * 4. How many years of experience do you have in supporting veterans and/or their families in obtaining benefits from Federal, State or County Agencies?
 - None/less than two years
 - Two years to less than three years
 - Three years to less than seven years
 - Seven years or more

- * 5. Minnesota Statute 197.601 outlines qualifications of County Veterans Service Officers including being a resident of the state of Minnesota, a citizen of the United States, and a veteran as defined in section 197.447. In addition, a person accepting appointment to the position of county veterans service officer must agree to receive, within six months of the appointment, training and education for the duties of the position, including development of an effective working knowledge of relevant laws, rules, and regulations pertaining to the United States Department of Veterans Affairs, as applicable to veterans cases before the department and the administration of those cases. Are you able to meet the qualifications as outlined in Minnesota Statute?
 - Yes
 - No

- * 6. Do you have accreditations with the Minnesota Association of County Veterans Officers and Minnesota Department of Veteran Affairs?
 - Yes
 - No, but if selected, will obtain within first 12 months of employment
 - No, but if selected, will not obtain within first 12 months of employment

- * 7. How many years of experience do you have serving as a Veteran Services Officer or Assistant Veteran Services Officer for a County?
 - None
 - Less than two years
 - Two years to less than three years
 - Three years to less than seven years
 - Seven years or more

- * 8. How many years of experience do you have supervising employees?
 - None
 - Less than one year to less than three years
 - Three years to less than seven years
 - Seven years or more

- * 9. How many years of experience do you have managing an operating budget for a business or government agency?

- None
- Less than three years
- Three years to less than seven years
- Seven years or more

* 10. Do you have experience in leading community awareness and outreach programs to inform veterans on benefits and services available?

- Yes
- No

* 11. If you indicated experience in Question 10, please describe it below. if you do not have this experience, please indicate N/A.

* 12. Do you have experience in serving as a liaison to, and appearing before, veteran organizations such as Beyond the Yellow Ribbon, local American Legion and VFW posts, veterans courts, etc.?

- Yes
- No

* 13. If you indicated experience in Question 12 please describe it below. if you do not have this experience, please indicate N/A.

* 14. Do you have experience in leading strategic planning or organizational goal setting?

- Yes
- No

* 15. If you indicated experience in Question 14 please describe it below. if you do not have this experience, please indicate N/A.

* 16. Please indicate the areas below in which you have experience. Select all that apply, and ensure the work history portion of your application supports your answer.

- Leading or organizing a veteran transportation program
- Preparing and managing grants
- Managing and maintaining records
- I have none of the above experience

* Required Question