

WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
Phone: (509) 524-2600 Fax: (509) 524-2603

EMPLOYMENT OPPORTUNITY

Community Health Department

Position: Veteran's Services Officer
Salary Range: \$19.11 to \$25.59 per hour DOE, DOQ
Location: Community Health Department
Employment Type: Part-time (20 hours/week)

Open until filled

Brief Duties and Responsibilities: Responsible for screening and verifying eligibility of veterans or beneficiaries for financial assistance under the provisions of RCW 73.08.010, including conducting independent interviews of indigent veterans and supervising the completion of applications in order to provide emergency assistance to qualified veterans who reside in Walla Walla County; and providing information, referral services and assistance to veterans and their family members in processing claims applications for the various veterans' benefits to which they may be entitled to and ensure all efforts have been made to support such claims. See the job description for the complete list of essential functions.

Working Conditions: Work is performed in an office setting. Must be able to lift up to twenty (20) pounds and sit for extended periods of time. Physical abilities required for this position are ones typically related to office operations; manual dexterity and visual acuity to operate personal computers and other office equipment; accessing file cabinets; and sufficient hearing and speech ability to communicate verbally.

Minimum Qualifications: Associates degree (AA) or equivalent from an accredited college or university with major coursework in business administration, public administration, social services, or closely related field and one year experience providing benefits information, claims or employment assistance to veterans and their family members. Additional qualifying experience may be substituted, year for year for education. Accredited veteran services organization representative preferred. Must become an Accredited Representative by our local Department of Veterans Affairs office within 18 months of hire.

Application: County application, resume and cover letter required. Job description available on our website at www.co.walla-walla.wa.us where you can apply online. Mailing address: Human Resources/Risk Manager, PO Box 1506, Walla Walla, WA 99362, (509) 524-2600, fax (509) 524-2603 or email hr@co.walla-walla.wa.us

SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK AND ORAL INTERVIEW.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT