

**CLARION COUNTY
VETERANS AFFAIRS DEPUTY DIRECTOR
JOB POSTING**

POSITION: Veterans Affairs Deputy Director
Full-Time, 70 hours per pay

DEPARTMENT: Veterans Affairs, Clarion, PA

PAY GRADE: \$14.00-\$16.00/hr.

BENEFITS: Up to family coverage for health, dental, and vision insurance effective first of the month after date of hire (employee pays 12.5% of premium, county pays 87.5%). \$1,500 stipend if you do not need the county insurance. Life insurance coverage at no cost to employees. 5 Vacation days first year, 10 vacation days starting second year, 3 personal days per year, 10 sick days per year, 13 paid holidays off. Enrollment in Clarion County's Pension plan (vested after 5 years, eligible to retire at 55 with 20 years of service).

POSTING DATE: Wednesday, August 3, 2022

DEADLINE TO APPLY: Wednesday, August 17, 2022, at 4:00 PM.

QUALIFICATIONS: High School Diploma or Equivalent is required. Two years of related work experience involving general office skills including experience operating a personal computer utilizing Word, Excel and PowerPoint is required along with record keeping and file maintenance. Experience working in government, veterans' services and/or human services field is preferred.

HOW TO APPLY

A County application and copy of your transcripts are required to be considered for the advertised vacancy.

Applications are available at:

www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php

OVERALL OBJECTIVE OF JOB

Provides confidential administrative and clerical support for the Veterans' Affairs office for Clarion County Veterans, Armed Forces members, their dependents and survivors through benefits counseling and programs, claims and outreach services. This position supports the Veterans' Affairs office in carrying out the Federal, State and County Code requirements to support veterans.

ESSENTIAL FUNCTIONS OF JOB

1. Performs receptionist duties by greeting visitors and directing them to the proper department.
2. Obtains initial information and answers general questions from veterans and other callers/ visitors regarding benefits and services.
3. Conducts telephonic communication, computer networking and/or written correspondence with various Federal, State and County agencies concerning problems or questions on behalf of veterans or their beneficiaries.
4. Answers phones within the department and directs calls to the appropriate individual.

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5. Maintains records regarding deceased veterans. Works closely with funeral directors and surviving spouses to determine eligibility for benefits. Completes and processes County burial/memorial applications.
6. Maintains the departmental calendar.
7. Assists in compiling and mailing/faxing/scanning of application packets for benefits through the Department of Veterans Affairs, the PA Department of Military and Veterans Affairs and other veteran organizations.
8. Assists Director when needed with claimants' appeals and state benefits applications.
9. Assists Director in providing information and assistance to veterans regarding VA loans, VA education benefits, vocational rehabilitation and VA life insurance, and community supports.
10. Compiles data and prepares complex clerical records and reports from a variety of material requiring knowledge of department procedures and the use of technical terminology.
11. Maintains department files.
12. Carries out various administrative research assignments; conducts research and studies in connection with the development and evaluation of department programs.
13. Posts updates to the county veterans' database.
14. Orders and accounts for office supplies within budget constraints.
15. Types notifications and departmental documents and proofreads for accuracy.
16. Operates computer, copy machine, fax and other office equipment as needed to perform essential functions of job.
17. Performs simple calculations and light bookkeeping duties as needed.

OTHER DUTIES OF JOB

1. Assists with outreach activities for the department.
2. Assists in maintaining Memorial Day records and in the distribution of flags and flag holders to funeral homes, cemetery associations, and volunteers for placement on graves.
3. Assists in drafting procedures for the department for the Director's review and approval.
4. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives occasional instruction and some supervision from Director in regard to daily work duties.

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works indoors in adequate workspace, lighting and ventilation, but subject to fluctuations in temperatures.
2. Normal exposure to noise and stress, but subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.

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PHYSICAL/MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit and stand for long periods throughout the work day with intermittent periods of walking and occasional bending, twisting, reaching and stooping as necessary to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands feet/legs, and/or torso as necessary to carry out job duties.
4. Light work with occasional lifting/carrying of objects with weights of 20 to 30 pounds; i.e. mail binds, ledgers, etc.
5. Must be able to cope with the physical and mental stress of the position.
6. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

A. Education/Training

High school diploma or equivalency is required. Must successfully complete Veterans Accredited Representative certification during first year of employment. For maintaining VA certification, continuing education requirements must be met.

B. Work Experience

Two years of related work experience involving general office skills including experience operating a personal computer utilizing Word, Excel and PowerPoint is required along with record keeping and file maintenance. Experience working in government, veterans' services and/or human services field is preferred.

C. Clearances

- Must work in conjunction with employer to apply for Act 34 PA State Police Criminal History.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess good communication skills.
3. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
4. Must possess the ability to maintain confidentiality in regard to client information and records.
5. Must possess the technical knowledge of operating a personal computer and other office equipment as necessary to carry out job duties with accuracy and reasonable speed. This includes Word, Excel and Power Point software knowledge.
6. Must possess the ability to learn and comply with provisions of federal rules in regard to the County of Clarion and department policies and procedures.
7. Must possess the ability to interact appropriately with the general public, clients and others dealing with department programs and procedures.
8. Must possess knowledge and ability to practice correct usage of grammar, spelling and filing.
9. Must possess the ability to learn assigned clerical tasks and adhere to prescribed departmental procedures.
10. Must possess the ability to perform simple math calculations and tabulations accurately and within reasonable speed.

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11. Must possess the ability to learn County rules, procedures and department functions.
12. Must possess ability to correctly answer questions from general public regarding department rules and procedures.
13. Must have a basic knowledge of veterans' benefits under federal, state and local laws.

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HOW TO APPLY

A County application and transcripts are required to be considered for the advertised vacancy. Applications are only accepted for positions in which we are *actively* recruiting. Applications received for positions not being advertised or general/blanket applications will be discarded.

Applications are available:

- Online by visiting:
www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php
- In-Person by visiting the Clarion County Human Resource Office on the 2nd floor of the Administration Building located at 330 Main Street, Clarion, PA 16214
- By fax or e-mail. You must contact the Clarion County Human Resource Office by calling 814-226-4000 EXT 2909 to share your e-mail or fax number.

DEADLINE TO APPLY: Wednesday, August 17, 2022 at 4:00 PM.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
CLARION COUNTY IS A DRUG FREE WORKPLACE

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 814-226-4000 EXT 2909 FOR ASSISTANCE.

Revised 08/02/2022