

Veterans Service Officer

General Statement of Duties:

- Evaluates the type and level of individual benefits
- Maintains records on veterans assistance programs
- Assists veterans and eligible survivors participating in state and federal programs
- Facilitates the distribution of information on veterans programs
- Compiles information on service-connected disabilities
- Conducts research on client histories
- Interprets and explains federal and state laws and regulations

Supervisory Responsibilities:

- Supervises assigned clerical personnel

Minimum Qualifications:

- Must be qualified veteran as specified in SDCL §33-16-27
- High School Diploma or G.E.D.
- Must have a working knowledge of veterans' issues and programs
- Must have good organizational and communication skills
- Must complete associated state training courses

Other Requirements:

- Must be willing to work irregular hours and conduct on-site visits
- Must be able to meet and deal with the public in stressful situations
- Must be able to learn medical terminology
- Must have a valid Driver's License