



# Veterans Service Officer

Explore. Thrive. Belong.

*Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.*

## WHAT WE ARE LOOKING FOR

Appointed by the County Administrator and confirmed by the County Board, the purpose of this position is to coordinate and monitor services to Jefferson County U.S. military veterans according to Wisconsin State Statutes Chapter 45.80. CVSO's help veterans and their dependents obtain VA benefits and services and advocate on their behalf to enhance their quality of life.

## SOME ESSENTIAL RESPONSIBILITIES

- Demonstrates the ability to help Veterans and their families by seeking to understand their unique challenges and advising them of benefits available to them, including healthcare, disability compensation, pensions, educational entitlements as well as long-term care and burial benefits.
- Establishes connections and collaborates with various community organizations, and makes referrals as appropriate, including social services, housing authorities, and legal aid, to provide comprehensive support to Veterans and their families.
- Interprets and coordinates requirements of Wisconsin Statutes Chapter 45 and U.S. Code Title 38 for veterans and their families. Counsels, advises and aids veterans and their dependents on eligible benefits. Determines eligibility for State or Federal programs and makes referrals for other community resources as appropriate.
- Plans, directs and monitors Veteran's Service Office operations. Prepares, recommends and monitors annual department budget. Assigns, plans and evaluates work of staff. Recommends transfers, promotions, disciplines, discharges and salary increases.
- Prepares and submits annual grants applications to the Wisconsin Department of Veteran Affairs.

## Requirements:

- Bachelor's Degree in Human Services, Communications, Administration, Public Relations and three years of relevant experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- U.S. military service as defined in Wisconsin Statutes Chapter 45.35 required.

## Preferred Requirements:

- Five years' relevant experience.
- Supervisory and budgeting experience with working knowledge of federal, state and county assistance programs and services for veterans, knowledge of real estate transactions, financial matters, insurance and budgeting desired.

## Other Requirements – Certificates/Licensures

- Preference for National Association of County Veterans Service Office (NACVSO) Certified Veterans Advocate (CVA) accreditation
- Accreditation with the Federal Veterans Administration, preferably through the National Association of County Veterans Service Officers.
- Cross-accreditations with Veterans Service Organizations (American Legion, Veterans of Foreign Wars, Disabled American Veterans).
- Maintains U.S.D.V.A accreditation.



# ***Veterans Service Officer***

**Explore. Thrive. Belong.**

*Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.*

## ***Wage & Benefits***

The starting salary range is \$78,038 - \$87,050 annually depending on qualifications.

## ***Benefit Highlights***

\* Health insurance \* Health Insurance Opt Out Plan \* Dental & Vision insurance \*  
\* Life insurance \* Wisconsin Retirement System \* Health Savings Account \* Deferred Compensation Program \*

## ***Employees at Jefferson County Value***

\* Competitive Pay \* Excellent Benefits \* Great Coworkers \* Flexibility \* Advancement & Opportunity \* Family Feel \*

**HOW TO APPLY:** For a full job description and link to apply online, please visit the County's web site at

[www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov)

*Jefferson County is an Equal Opportunity Employer*