



Human Resources
2222 M Street
Merced, CA 95340
(209) 385-7682

<http://www.co.merced.ca.us>

Veterans Claim Representative Supervisor

Job Number: 1801045

MERCED COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER:
Applicants requiring accommodation during the application and/or selection process pursuant to the Americans with Disabilities Act (ADA) should contact County of Merced Human Resources at (209) 385-7682. California Relay Services (1-800-735-2929) is available for the hearing impaired.

SALARY

\$20.19 - \$24.55 Hourly \$3,499.60 - \$4,255.33 Monthly

OPENING DATE: 06/04/18

CLOSING DATE: Continuous

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plan, organize, coordinate, administer, and carry out a program of veterans services under the guidelines of federal and state agencies.
- Assist the department in selection, promotion, evaluation and termination of professional staff.
- Provide training and staff development.
- Interview, counsel and advise veterans and/or dependents on available financial, educational, vocational, legal and medical rights and benefits.
- Assist veterans and their dependents in the initiation, development, and processing of claims for disability compensation, pensions, insurance benefits, vocational rehabilitation, hospitalization, medical care, loan guarantee benefits, and civil service benefits.
- Procure necessary information and affidavits to support claims.
- Provide instruction, guidance and technical advice to other employees and reviews their work for adequacy and accuracy.
- Enter veteran/claimant data into computer system to establish a data base for the system.
- Disseminate information on veteran's service programs and procedures to individuals and organizations.
- Prepare required reports; reviews and analyzes legislation and regulations, advising the department of its potential impact.

MINIMUM QUALIFICATIONS**OPTION I****Experience:**

Two (2) years of work experience equivalent to a Veterans Claim Representative II in Merced County with specific knowledge and skills of how to process veterans' claims.

Education:

Equivalent to the completion of two (2) years of college. Additional qualifying experience may substitute for the required two (2) years of college on a year-for-year basis.

OPTION II**Experience:**

Four (4) years of responsible experience in work involving public contact, interviewing or counseling or a closely related field.

Education:

Equivalent to the completion of two (2) years of college. Additional qualifying experience may substitute for the required two (2) years of college on a year-for-year basis.

It is important that your applications show all of your relevant education and experience. All questions must be completed with a written answer or N/A noted. If left blank the application will be considered incomplete.

A resume may be attached or e-mailed to hrwebmail@co.merced.ca.us, but will not substitute for a Merced County Application. **Failure to submit a completed application, supplemental questionnaire, or other required documentation will eliminate you from the recruitment process.**