

EL DORADO COUNTY

HEALTH AND HUMAN SERVICES AGENCY
VETERAN SERVICES



EMPLOYMENT OPPORTUNITY

VETERANS SERVICE REPRESENTATIVE I/II

HOURLY SALARY RANGE: \$21.20 - \$28.33
BIWEEKLY SALARY RANGE: \$1,696.00 - \$2,266.40
MONTHLY SALARY RANGE: \$3,674.67 - \$4,910.53
ANNUALLY SALARY RANGE: \$44,096.00 - \$58,926.40

VETERANS SERVICE REPRESENTATIVE I/II

THE VETERANS SERVICE REPRESENTATIVE ASSISTS VETERANS AND THEIR DEPENDENTS BY PROVIDING BENEFIT COUNSELING, AND ASSISTS THEM IN OBTAINING THEIR FULL RANGE OF SERVICES AND BENEFITS.

EXAMPLES OF JOB DUTIES:

- PROVIDE INFORMATION, COUNSELING, APPLICATION ASSISTANCE, CASE MANAGEMENT, POST DECISION REVIEW, AND DEBRIEFING TO VETERANS, SURVIVING SPOUSES, THEIR DEPENDENTS, OTHER INTERESTED PARTIES WHO TELEPHONE OR VISIT THE VETERANS SERVICE OFFICE CONCERNING COMPENSATION, PENSION, EDUCATION, VOCATIONAL REHABILITATION, INSURANCE, HEALTHCARE, HOME LOANS, HOUSING, TAX EXEMPTIONS, BURIAL BENEFITS, AND OTHER BENEFITS TO WHICH THEY MAY BE ENTITLED.
- REFER CLIENTS TO APPROPRIATE LOCAL, STATE, OR FEDERAL AGENCIES AND/OR COMMUNITY SERVICE AGENCIES IN CASES INVOLVING OTHER VETERAN-RELATED BENEFITS.
- INTERPRET, EXPLAIN, AND ENSURE PROPER APPLICATION OF LOCAL, STATE, OR FEDERAL LAWS, RULES, AND REGULATIONS PERTAINING TO VETERANS BENEFITS.
- ACT AS AN ADVOCATE FOR THE VETERAN AND/OR DEPENDENTS BY REPRESENTING THE VETERAN OR DEPENDENT BEFORE THE VETERANS ADMINISTRATION IN PROSECUTING CLAIMS OR IN APPEALING PREVIOUSLY DENIED BENEFITS.
- ADVISE AND ASSIST VETERANS AND THEIR SURVIVING DEPENDENTS IN OBTAINING AND PRESENTING EVIDENCE TO ESTABLISH ENTITLEMENT TO VETERANS BENEFITS.



Desired Education and Experience:

VETERANS SERVICE REPRESENTATIVE I: EQUIVALENT TO GRADUATION FROM HIGH SCHOOL AND ONE (1) YEAR OF TECHNICAL ADMINISTRATIVE EXPERIENCE IN A GOVERNMENT, MILITARY, HEALTH CARE OR SOCIAL SERVICE AGENCY THAT INCLUDED INTERVIEWING CLIENTS TO DETERMINE THEIR ELIGIBILITY FOR SERVICES OR PROGRAM BENEFITS, AS WELL AS RESEARCHING AND EXPLAINING POLICIES, LAWS, AND/OR REGULATIONS.

LICENSES AND CERTIFICATES:

- MUST POSSESS A VALID DRIVER'S LICENSE.



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