

DeKalb County, Indiana, is seeking a qualified individual to fill the role of full-time Veterans Service Officer (VSO).

Incumbent serves as Veterans Service Officer for DeKalb County Veterans Affairs, responsible for aiding eligible veterans and their dependents with all benefit entitlements from county, state and federal agencies as set forth by law.

- Must be an honorably discharged veteran who has at least six (6) months active service in the armed forces of the United States. (Must have your DD 214)
- Must be a citizen of Indiana and a resident of Indiana for at least five (5) years immediately preceding the appointment.
- Must have general computer experience including using Microsoft Word and Excel, uploading/downloading forms and familiar with email and returning voicemails.
- Knowledge of Federal and State Veterans benefits helpful *but not required*. You will be trained in this area.
- Ability to successfully complete mandatory VSO training and retain certification annually by completing required testing.

Incumbent operates within broad and general guidelines, exercising discretion and independent judgment in selecting the appropriate approach or adapting unclear guidelines to address specific situations. Numerous duties are performed that are not directly related to one another.

ESSENTIAL DUTIES:

- Provides technical assistance to veterans, their dependents and survivors, and local government agencies by responding to inquiries and providing necessary information.
- Assists eligible veterans in procurement and proper completion of federal Veterans benefit application forms, and researches and determines applicable laws, eligibility requirements and claim status as necessary.
- Maintains files of claimants, assistance provided, and hours worked, prepares monthly reports of department activities for county officials and State Veterans administration.
- Maintains inventory of necessary applications and related forms and literature, ordering materials as needed.
- Submits annual budget and administers department budget upon approval.
- Attends Veterans Service Officer meetings and training seminars as required by Indiana Department of Veterans Affairs.
- Attends veterans' organization and related meetings (often in the evenings), representing county as designated, integrating and distributing information pertaining to state and federal Veterans benefits as requested.
- Help local government agencies and assist Veterans organizations as requested.
- Completes appropriate reports required by various entities in a timely manner.
- Performs related and/or other duties as assigned.
- Ability to interpret federal guidelines and regulations to veterans' and their dependents.
- Ability to explain benefits orally and in writing.
- Ability to effectively counsel a wide range of clients and assist veterans and their families in a sincere and helpful manner.

- Ability to effectively communicate orally and in writing with co-workers, other county departments, representatives of regional Veterans Administration and ability to utilize all potential sources to accomplish goals.
- Possession of a valid Indiana driver's license and a demonstrated safe driving record.

What can you expect from DeKalb County Government?

- Paid Holidays
- Benefit package – medical, dental, vision, Rx and County-paid STD & Life/AD&D insurances
- Generous Paid Time Off
- Retirement Plans

If you meet these qualifications and are ready to lead an essential part of the public service agencies in the County, submit your cover letter and resume with salary requirements to: careers@co.dekalb.in.us for consideration. Deadline for submission is March 1, 2026, 4 pm.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.