

DeKalb County Government (Auburn, Indiana) is seeking a qualified individual to fill the role of full time Deputy Veteran's Service Officer (VSO).

Incumbent is responsible for providing assistance and information to eligible veterans and their dependents (or survivors) regarding any and all benefit entitlements from county, state and federal agencies as set forth by law – pension, compensation, medical benefits, etc. This full-time incumbent is required to have excellent public relations skills, proper phone etiquette, excellent data entry skills, appointment scheduling, prepare payroll, ordering supplies, organizing and attending outreach engagements, as well as acts as a backup for the Department Head.

- Must be an honorably discharged veteran who has at least six (6) months active duty-service in the armed forces of the United States. (Must have your DD214)
- Must be a citizen of DeKalb County, Indiana, and possess a valid driver's license.
- Ability to successfully complete mandatory VSO training and retain certification annually by completing required testing, in addition to attending Veteran Service Officer meetings and training seminars as required by Indiana Department of Veterans Affairs.
- Maximum working 35 hours per week - Flexible – some evening hours are required
- Confidentiality is a must!
- Must have good computer experience including using Microsoft Word and Excel, uploading/downloading forms, and be familiar with email and returning voicemails.
- \$25.00/per hour – Benefit Package Included

Interested veterans should apply by e-mailing your cover letter, resume and DD214 to: careers@co.dekalb.in.us by 4 pm, Friday, May 10, 2024.

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.