

Kingsbury County is hiring a Part-Time Veterans Service Officer. The VSO serves as a liaison to assist veterans and their families in filing claims for state and federal benefits. The position involves meeting with veterans in person, over the phone, and/or via email; reviewing and filing claims to the South Dakota Department of Veterans Affairs for further review and filing; managing veteran caseloads; and participating in outreach and attending training activities. Additionally, individuals in this role update and maintain the electronic database VetraSpec and assist veterans in navigating the VA Healthcare System.

**The Ideal Candidate Will Have:**

- Great communication skills, both verbal and written.
- Strong attention to detail and the ability to provide excellent customer service to a variety of people.
- Knowledge of VA and state veteran benefits.
- Ability to read and understand VA, state, and federal laws and regulations.

**APPLICANTS MUST MEET THE FOLLOWING REQUIREMENT TO BE CONSIDERED.**

**Requirement: 33A-2-1. Veteran defined.**

**For the purposes of all statutes relating to rights, privileges, ceremonial recognition, exemptions, and benefits (except a state bonus) of veterans and their dependents, the term, veteran, means any person who:**

- 1. Has served the full obligation for active duty, reserve, or National Guard service in the military, or received an early discharge for a medical condition, hardship, reduction in force, or at the convenience of the military; and**
- 2. Has been separated or discharged from such service honorably or under honorable conditions.**

**Therefore, applicants for this position must submit a copy of their DD214 discharge papers with their application.**

This position is eligible for Veterans' Preference per ARSD 55:10:02:08.

Successful applicant(s) will be required to undergo a background investigation. An arrest/conviction record will not necessarily bar employment.

Position will maintain 8 scheduled office hours during the week (2-4 hour days) and may work up to 20 hours per week, depending on the workload. Starting wage is \$23.70 per hour. The position is open until filled. Kingsbury County is an Equal Opportunity Employer.

Application is available online at <https://kingsburycountysd.org> or Indeed.com. If you have any questions, please contact Human Resources at 605-690-6328.