

JOB POSTING

Veterans Service Officer (VSO) Sangamon County Veterans Assistance Commission

Sangamon County Veterans Assistance Commission is seeking interested and qualified applicants for the position of **Veteran Service Officer**. Individuals meeting the qualifications listed below should visit our website at <http://co.sangamon.il.us/departments/d-1/human-resources/apply-for-a-job> for an application.

Job Summary: Seeking accredited **Veterans Service Officer (VSO)** to join the Veterans Assistance Commission to join the Veterans Assistance Commission of Sangamon County (VACPC) team. In accordance with the Military Veterans Assistance Act, Superintendents, subject to rules formulated by the Commission, shall select, as far as possible, Veteran Service Officers and other employees from among military veterans, including those who have served or may still be serving as members of the Illinois National Guard or a reserve component of the armed forces of the United States, who did not receive a bad conduct or dishonorable discharge or other equivalent discharge thereof, or their spouses, surviving spouses, or children. Employees of the Commission shall be at-will employees.

Under the supervision of the Superintendent and Asst. Superintendent. This position requires a confident, secure, intelligent, public speaker, with a positive attitude that fully understands and embraces the VACPC mission and embraces the fact they are the first person that everyone sees or hears.

General Duties:

- Complete initial application, or reopen existing claims, for compensation or pension.
- Research medical conditions obtain necessary medical records and statements from physicians, military buddies, family members or other sources to support the claim or appeal.
- File application for veterans for education under the GI Bill, or vocational rehabilitation.
- Assist survivors of a deceased veteran and funeral homes in obtaining death benefits.
- Advise and assist veterans with government life insurance or home loan benefits.
- Ensure that all timelines are met so the veteran does not lose any potential benefits.
- Keep in contact with veterans concerning the status of individual claims.
- Work with VA professionals in obtaining public health services, home health care, home adaptation grant, or placement in local nursing homes or the Illinois Veterans Homes.
- Ensure veterans, dependents, and widows in the county are aware of State and Federal benefits.

- Assist retirees to apply for various types of military benefits and ID cards.
- Advises retirees in medical insurance benefits or TRICARE and helps in filing of those claims.
- Apply for correction of military records or an upgrade of character of separation from the service.
- Investigate history of unit, through Department of Defense, to prove that Veteran was in combat zone, or a specific battle, to qualify for specific benefits.
- Advise veterans and their dependents on services from Social Security, Small Business Administration and other agencies.
- Works with County Human Services Department to maximize ALL potential benefits.
- Assist veterans with help from local hospitals, clinics, and nursing homes.
- Keeps current on legislative and legal actions of federal and state veteran benefits.
- Maintains annual certification required by the Department of Veterans Affairs (DVA).
- Appear before the County Veteran Organizations and community organizations to brief members on current information concerning veterans' benefits.
- Maintain confidential records in accordance with data privacy laws and HIPPA.
- Assists in compiling reports of office activities.
- Perform other duties as requested by senior management.

General Qualifications:

- Veterans Assistance Commission is looking for a candidate with a minimum of an AA Degree, completion of two years of college level programs with course work in public or business administration accounting, supervision or related experience.
- Bachelor's degree preferred, but not required.

Interested persons should send a resume and cover letter by April 12th, to Ashti Dawson at the Sangamon County Veterans Assistance Commission, 901 S. 11th, Springfield, IL 62703 or email documents to ashti.dawson@sangamonil.gov.

Work Hours: Monday-Friday, 8:30a.m.-4:30p.m., FLSA non-exempt, 37.5 hours per week (evening/weekend meetings required on occasion)

Salary & Benefits: Annual salary will be commensurate with experience. 2 weeks paid vacation, 3 paid personal days, 12 paid sick leave days, and 12 paid holidays per year. Individual and Family health, dental and life insurance options and retirement.

Submit Resume and Application To: Ashti Dawson, Superintendent, Sangamon County VAC
 901 S. 11th Street
 Springfield, IL 62703
 Or email to: ashti.dawson@sangamonil.gov

Resume Deadline: April 12, 2024 by 4:30p.m.

SANGAMON COUNTY

Veterans Assistance

Commission

901 S. 11th Street

Springfield, IL 62703

(217) 753-6680

www.co.sangamon.il.us

GENERAL APPLICATION FOR EMPLOYMENT

Sangamon County Veterans Assistance Commission is committed to the provisions of Equal Employment Opportunity and Affirmative Action to all applicants regardless of race, color, religion, ancestry, age, sex, marital or veterans' status, national origin, disability or any other legally protected status

All statements made by applicants for employment on this application form will be checked for accuracy. Please read carefully, answer all questions, and print clearly in ink.

APPLICANT INFORMATION

Name: _____

Address: (where you accept mail): _____

Telephone number you can be contacted: _____ E-mail: _____

Are you a resident of Sangamon County? ____ Yes ____ No

If no, would you relocate to Sangamon County? ____ Yes ____ No

Are you 18 years of age or older? ____ Yes ____ No

If no, can you submit a work permit? ____ Yes ____ No

Do you have a legal right to work in the United States? ____ Yes ____ No

If no, please explain: _____

Describe any U.S. Military Service (Branch, Rank, Nature, and Date of Discharge): _____

***Please include a copy of your DD 214 with your application;** In accordance with the Military Veterans Assistance Act, "(h) Superintendents, subject to rules formulated by the Commission, shall select, as far as possible, Veteran Service Officers and other employees from among military veterans, including those who have served or may still be serving as members of the Illinois National Guard or a reserve component of the armed forces of the United States, who did not receive a bad conduct or dishonorable discharge or other equivalent discharge thereof, or their spouses, surviving spouses, or children. Employees of the Commission shall be at-will employees."

EDUCATION AND EXPERIENCE

What was your highest grade completed? _____

Please list any College, University, Trade School or other educational institution attended, degrees received (if any), types of courses taken and number of years attended:

Please list any professional licenses or certifications you hold: _____

Please list any technical skills for which you have been trained: _____

Please check skills/equipment operated:

Access Excel PC Fax Scanner
 WordPerfect Microsoft Word

Other Software programs or specialized equipment (List): _____

Please provide any additional information such as special skills, training, management or supervisory experience, equipment operation, or other qualifications, including military service, you feel will be helpful to us in considering your application:

EMPLOYMENT INFORMATION

Position/Department for which you are applying: _____

Type of employment? () Full-Time () Part-Time () Seasonal () Other: _____

If applying for a part-time or seasonal position, what days and hours are you available to work?
Days _____ Hours _____

Rate of pay expected? \$ _____ (hour), or, \$ _____ (monthly salary)

How soon can you report to work? _____

Have you been previously employed by the County? ____ Yes ____ No
If yes, date started: _____ date ended: _____ Position Held: _____
Immediate Supervisor: _____ Reason for Leaving: _____

Have you filled out an application with the County in the past twelve months? ____ Yes ____ No
If yes, please indicate approximate date: _____

Are you presently employed? ____ Yes ____ No
If yes, why do you desire to change employment? _____

May we contact your present employer? ____ Yes ____ No

WORK EXPERIENCE

(List most recent employers, including volunteer experience)

Employer: _____ Dates Employed: _to _____
Address: _____ Phone No. () _____
Job Position/Title: _____
Immediate Supervisor(s) Name & Title: _____
Briefly describe your job duties: _____

Reason for leaving? _____

Employer: _____ Dates Employed: _____ to _____
Address: _____ Phone No. () _____
Job Position/Title: _____
Immediate Supervisor(s) Name & Title: _____
Briefly describe your job duties: _____

Reason for leaving? _____

Employer: _____ Dates Employed: _to _____
Address: _____ Phone No. () _____
Job Position/Title: _____
Immediate Supervisor(s) Name & Title: _____
Briefly describe your job duties: _____

Reason for leaving? _____

Employer: _____ Dates Employed: _to _____
Address: _____ Phone No. () _____
Job Position/Title: _____
Immediate Supervisor(s) Name & Title: _____
Briefly describe your job duties: _____

Reason for leaving? _____

JOB APPLICANT'S AGREEMENT AND CERTIFICATION
(PLEASE READ CAREFULLY, BEFORE SIGNING)

“I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment, or if employed and found later, discharge.”

“I understand that prior to being offered employment with Sangamon County Veterans Assistance Commission, a background check may be initiated. I authorize the use of any information in this application to verify my statements, and I authorize past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damage on account of having furnished such information.”

“I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Sangamon County Veterans Assistance Commission and myself. No promises regarding employment have been made and I understand that no such promise or guarantee is binding upon the Sangamon County Veterans Assistance Commission unless made in writing.”

“I understand that prior to being offered employment with Sangamon County Veterans Assistance Commission; I may be required to take a physical examination. In the event I have a disability which will affect my ability to take the test, I will so inform the County prior to the administration of the test so that a reasonable accommodation can be made. Requesting accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. The County reserves the right to require medical documentation concerning the need for such accommodations.”

“I understand that this application will be kept on active file for sixty (60) days from the date completed, after which time I would have to reapply in accordance with established County policy.”

Signature of Applicant*

Date

* Application will not be processed unless it is signed and dated by the applicant.