DEPUTY DIRECTOR OF VETERANS' SERVICE AGENCY

GENERAL STATEMENT OF DUTIES: Administers the local office of the veterans' service agency in towns and villages; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the local governing body and the Veterans' Service Committee, directs the activities of the veterans' service program for the county. Supervision may be exercised over a small number of clerical employees.

EXAMPLES OF WORK: (Illustrative Only)

Interviews persons in need of assistance;

Makes necessary contacts with various state and federal agencies relative to claims and benefits to which the veterans and their dependents are entitled;

Executes various forms in connection with the work;

Secures information and evidence necessary for the proper presentation of claims;

Makes annual report to the board of legislators services;

Attends meetings of the board of legislators;

Investigates hospital commitments of veterans;

Secures burial flags, headstones and grave markers for veterans' graves;

Transports veterans suffering from incapacitation or mental incompetency to hospitals and institutions;

Interviews members of public and private welfare agencies;

Performs a variety of other responsible administrative duties.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the federal, state, and local laws pertaining to veterans; good knowledge of various services available to veterans; demonstrated ability in public relations; good judgement; emotional maturity; willingness to accept responsibility; resourcefulness; demonstrated interest in veterans' problems and affairs; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course or possession of a high school equivalency diploma and in addition, either: (a) Two years of responsible work experience involving considerable public contact; or (b) two years of college including courses in either personnel, sociology, psychology or public relations; or (c) any combination of (a) or (b) sufficient to indicate ability to do the work.