

VETERANS AFFAIRS COORDINATOR

CLASS SUMMARY

Under direction - oversees the daily activities of the Veterans Affairs office; performs a wide variety of complex clerical and typing work requiring specialized knowledge, and involving frequent and responsible public contacts; works with a high degree of independent judgment; performs related duties as required.

REPRESENTATIVE DUTIES

Directs and supervises the Veterans Affairs Office program and staff; supervises the daily maintenance and storage of veterans; records; prepares required reports to Veterans Regional or any other federal or state office regarding veterans, when required; organizes and directs effective recruitment programs; keeps veterans informed of current G.I. benefits, services, and privileges; coordinates efforts with relevant agencies; keeps informed of new legislation; plans, schedules, and performs a wide variety of difficult and complex clerical work; serves as a liaison to other departments and personnel; tracks department expenditures to make certain budget is maintained.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager/administrator. Direct and oversee the office support staff.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and experience equivalent to two years of college training and two years of increasingly responsible office experience.

Knowledge and Abilities

Through Knowledge of: laws pertaining to veterans; veterans programs and services; modern office practices and procedures.

Ability to: direct and supervise a veterans program and office; maintain records and prepare reports; interpret rules, regulations, and policies; work cooperatively with others.

Skills: typing at an acceptable rate of speed.