

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Other duties may be assigned.

1. Investigates the eligibility of veterans and dependents for various benefits and pensions including insurance, death pensions, widows and orphan's pensions, burial allowances, etc.
2. Counsels veterans, dependents, and survivors, informing and advising them in the preparation of applications for loans and grants, educational benefits, compensation, insurance, pensions, dental care, and other services.
3. Recommends veterans for medical or hospital treatment.
4. Arranges for transportation to Veterans Administration facilities for indigent and incapacitated County Veterans through Dickinson County.
5. Investigates and makes determination of immediate need regarding applications for assistance from the County Veterans Service Commission.
6. Serves as Executive Secretary to the County Veterans Service Commission.
7. Supervises maintenance of County Veterans Grave Registration.
8. Acts as an advocate for veterans and other eligible persons in obtaining benefits to which they are entitled.