

**Assistant Veteran's Affairs Officer**  
**Lancaster County Veteran's Affairs Office**

**Under limited supervision, assists former and present members of the US armed forces and their dependents by preparing claims for and securing compensation, hospitalization, education, and vocational training along with other benefits or privileges which they may be entitled to under Federal or State law or regulation.**

**Reports to the Veteran Affairs Officer.**

**Requires a high school diploma or GED equivalent supplemented by vocational or technical school training and a minimum of three to five years experience in a responsible administrative position dealing with the public and performing clerical duties; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.**

**Must receive accreditation training to legally fulfill the obligation of filing claims for a veteran within the first year of employment.**

**Communication and computer skills required.**

**Salary: \$24,343**

**Apply in the Human Resource Office (County Building, 101 North Main Street, upstairs) Monday, January 11, 2010.**

**EQUAL OPPORTUNITY EMPLOYER**