

VETERANS AFFAIRS DEPUTY DIRECTOR

DESCRIPTION: Assists in administering the Veterans' Affairs department regarding aid and services provided for veterans; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Administers the Nebraska Veterans' Aid fund in terms of eligibility, residence, applications, appropriations and correspondence.

Recommends development and utilization of Veterans' Aid fund.

Originates and answers correspondence with veterans and dependents.

Directs accounting, budgeting and inventory maintenance operations.

Assists with general administration of other phases of department.

Assists in the training of service officers.

Prepares necessary activity and administrative reports.

Participates in public relations functions and educational events.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

High school education plus knowledge of bookkeeping procedures and veterans' benefits and veteran of World War I, World War II, Korean War or Vietnam with honorable discharge and resident of Nebraska five years prior to appointment and active in veterans' organization and affairs.

SPECIAL NOTE

Receives minimum direction in performing administrative duties. Participates in daily discussions.