



CUSTER COUNTY

Human Resources

Tim Holland

420 Mt. Rushmore Rd.

Custer, SD. 57730

Phone: 605-673-8134

Fax: 605-673-8150

Custer County is accepting applications for a part time permanent Veteran Service Officer. To be hired for this job you must be a veteran who has served in the Armed Forces of the U.S. as defined in South Dakota law 33-a-2-1 or 33a-2-2. This job provides information, assistance, counseling and referrals on a wide range of subjects, benefits, and veteran programs. Description of this job is on Custer County website as is job applications custercountysd.com or by contacting Tim Holland HR Director at 420 Mt Rushmore Road, Custer, SD 57730. This position will be open until filled.

Custer County is an equal opportunity employer.

Custer County Veteran Service Office

County Veteran Service Officer

Title: County Veteran Service Officer

Location: Custer, SD

Description: South Dakota State Law directs that the Board of County Commissioners of each county in this state shall employ a County Veterans Service Officer also referred to as CVSO. The County Veteran Service Officer provides information, assistance, counseling and referrals on a wide range of subjects, benefits, and veteran programs. The people who are served by Service Officers are referred to as clients and they come from a wide range of society, including the veteran, widows of veterans, dependent children of veterans as well as dependent parents who lost a son or daughter in military service.

Requirements: Must be a Veteran as defined in South Dakota Codified Law 33-A-2-1 or 33A-2-2

Primary Duties and Responsibilities: (per South Dakota Department of Veteran Affairs)

- Appointed by the Secretary of the South Dakota Department of Veterans Affairs for Four (4) year terms.
- Interviews veterans and their dependents, reviews the veterans' military and medical history to gather accurate information pertinent to the claim.
- Assists claimants in the preparation of necessary forms for benefits such as compensation, pension, insurance, education and hospitalization.
- Corresponds and consults with other Veterans Service Officers and appropriate entities relative to background information which may materially affect the applicants' benefit entitlements.
- Consults with medical care providers concerning specific benefits to which veterans or their dependents may be entitled and assists the individuals in obtaining these benefits.
- Advises claimants regarding other benefits to which they may be entitled, including social security, vocational rehabilitation and other forms of public assistance.
- Maintains liaison with, and delivers speeches to, veterans' organizations and other interested groups to ensure public awareness of available benefits and assistance.
- Advocate and liaison for the State Veterans Home in Hot Springs, SD.
- Performs other related work as necessary to ensure expedient delivery of benefits.

Additional Duties and Responsibilities: (per Custer County)

- Appointed by the Custer County Commissioners
- Prepares and administers the Veterans Service Office Department's budget; approves purchases for the office subject to available funds; monitors expenditures for budget compliance.

- Attends meetings, seminars and training sessions as required and recommended to remain knowledgeable of county operations and policy.
- Ability to work tactfully and effectively with County Commissioners, other County Staff, and the public and to respond appropriately to inquiries and complaints.
- Reports progress to County Commissioners in a timely manor.
- Tracks and submits payroll to Auditor
- Must be willing and available to meet Veterans and their families outside of regular, scheduled business days to ensure their needs are met with their schedules.
- Plan and coordinate on-site visits for outreach with Veterans Organizations in the County, such as Hermosa American Legion, Custer American Legion, VFW, and any other group that assist veterans.

Additional Duties of CVSO

In addition the Service Officer must work closely with people in charge of cemeteries and/or mortuaries; with loaning agencies; realtors and of course officials of County and State Government and all veteran organizations.