

**LOCATION:** Cheyenne, Wyoming  
**OPENING/CLOSING DATE:** Open Until Filled  
**PAY RANGE:** \$42,500 - \$50,000

**DESCRIPTION AND FUNCTIONS:**

**GENERAL DESCRIPTION:**

Counsels, advises, and represents Veterans and their dependents regarding their eligibility in obtaining benefits and entitlements provided for them by State and Federal laws. Administers the Department Service Office of The American Legion for the Department of Wyoming.

**ESSENTIAL FUNCTIONS:** The listed functions are illustrative only and are not intended to describe every function which may be performed in the job level.

- Ensure that Veterans and claimants receive Due Process under the laws and regulations of the Department of Veteran Affairs
- Investigates and conducts interviews, assists in the preparation and follow-up of applications for state and federal benefits
- Ensure office compliance with The American Legion Service Officer Code of Procedure
- Ensure the orderly representation of claimants from partner organizations to meet contractual obligations
- Schedules and conducts training, dissemination of information, and VA Accreditation to contractual partners and accreditable service officers
- Attends scheduled meetings for The American Legion Department of Wyoming at the direction of the Department Executive Committee
- Provides support at scheduled events and outreach at the direction of the Department Executive Committee

**PREFERENCES:**

Preference may be given to those with an associate, bachelor's degree or higher in any applicable field of study OR two years of professional work experience in business, public administration, determining eligibility for program benefits, or providing services to clients.

**KNOWLEDGE:**

- Knowledge of computers, databases, and communications
- Knowledge of state and federal veteran benefits
- Knowledge of basic accounting and time keeping
- Knowledge of legal and medical terminology
- Knowledge of office management and administrative practices

## **MINIMUM QUALIFICATIONS**

### **Education:**

Associate degree (typically in administrative management, office support or social services)

### **PREFERRED**

Bachelor's degree preferred (typically in business administration, social services, or paralegal studies)

### **OR**

### **Education & Experience Substitution:**

2-5 years of progressive work experience (typically in Client or Social Services) at a level commensurate with the required education

### **NECESSARY SPECIAL REQUIREMENTS:**

- Occasional annual travel required
- Annual recertification and training required
- Occasional attendance at after hours and weekend functions

### **PHYSICAL WORKING CONDITIONS:**

- Position requires long periods of sitting/standing.
- Position may require occasional lifting of heavy objects.

### **ADDITIONALLY**

- Position is considered exempt
- Must become VA accredited within 1 year of employment
- Please attach a DD214 with your application to be eligible for Veteran's Preference
- Must pass a background investigation for VA Accreditation
- Reports to the office of the Adjutant for The American Legion Department of Wyoming

### **SUPPLEMENTAL INFORMATION**

The American Legion Department of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.