

LOCATION: Cheyenne, Wyoming

OPENING DATE: 02/01/2023

CLOSING DATE: 02/28/2023

DESCRIPTION AND FUNCTIONS:

Open Until Filled

GENERAL DESCRIPTION:

Provides clerical support to the office administrator. Counsels, advises, and assists Veterans and their dependents regarding their eligibility in obtaining benefits and entitlements provided for them by State and Federal laws.

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

- Handling incoming phone calls and other communications, greeting clients and visitors as well as managing files, updating paperwork and other documents, and performing general clerical duties and errands.
- Works in tandem at the direction of the office administrator to render services from Monday through Friday from 9:00 a.m. to 4:00 p.m. at Veterans Affairs Regional Office
- Develops the office administrators schedule and workload as directed
- Investigates and conducts interviews, assists in the preparation and follow-up of application for State and Federal benefits
- Attends regular training and required meetings as assigned by the office administrator
- Retains VA Accreditation in the assigned time frames
- Coordinates activities with other service organizations and government agencies as assigned

PREFERENCES:

Preference may be given to those with an associate degree or higher in business, public administration, social work, sociology, psychology, OR two years of professional work experience in business, public administration, determining eligibility for program benefits, or providing services to clients.

KNOWLEDGE:

- Knowledge of basic office tasks and functions
- Knowledge of computers, databases, and communications
- Knowledge of state and federal veteran benefits

MINIMUM QUALIFICATIONS

Education:

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

OR

Education & Experience Substitution:

0-1 years of progressive work experience (typically in Client Services)

Certificates, Licenses, Registrations:

None

NECESSARY SPECIAL REQUIREMENTS:

PHYSICAL WORKING CONDITIONS:

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

ADDITIONALLY

- Position is considered Non-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

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.