

Posted 06/10/2026



Assistant Veterans' Service Officer

GRANT COUNTY
— HUMAN RESOURCES —

Grant County is seeking a dedicated **Assistant Veterans' Service Officer** to support veterans, their dependents, and survivors by helping them access important federal, state, and county programs and benefits. This position is a meaningful opportunity to serve those who have served by providing direct assistance, advocacy, and administrative support through the County Veterans' Service Office.

Benefit Position: 80 hours bi-weekly; Monday-Friday, 8 a.m. to 4:30 p.m.

Starting Pay: \$27.00 per hour

Position Qualifications

Qualified candidates must have:

- High school diploma or equivalent
- Veteran status as defined under Wisconsin Statutes
- Ability to obtain and maintain certification as a CVSO in accordance with Wisconsin Statute Chapter 45
- Valid Wisconsin driver's license and access to an insured vehicle

Preferred qualifications:

- Two years of advanced education in a related field
- Two years of administrative experience
- Knowledge of veterans' benefits and services available at the federal, state, and county levels
- Strong written and verbal communication skills
- Ability to work independently with limited supervision
- Proficiency with Microsoft Word and Excel

How to Apply

A Grant County Employment Application and job description may be obtained at www.co.grant.wi.gov or by contacting Grant County Human Resources at (608)723-2540.

Applicants must submit a completed **Grant County Employment Application, letter of interest, and resume** no later than **4:00 p.m. on Thursday, June 25, 2026**.

Application materials may be mailed to the address below or emailed to **employment@co.grant.wi.gov**.

Grant County Human Resources

111 S Jefferson St - PO Box 529
Lancaster, WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

GRANT COUNTY JOB DESCRIPTION

TITLE: Assistant Veterans' Service Officer

DEPARTMENT/ AGENCY: Veterans' Service Office

IMMEDIATE SUPERVISOR: Veterans' Service Officer

PAY GRADE: G

FLSA: Non-exempt

NATURE OF WORK

The Assistant Veterans' Service Officer provides services to veterans, their dependents and survivors on matters pertaining to Federal, State, and County veterans' programs and benefits.

MINIMUM QUALIFICATIONS

Education:

1. High school diploma or high school equivalency
2. Two years advance education preferred in a related field
3. Must be a veteran as defined in Wisconsin Statutes, Sub-Chapter VIII 45.80. "Veteran" means served on active duty under honorable conditions in the U.S. armed forces or in forces incorporated as part of the U.S. armed forces and who meets at least one of the conditions listed in s. 45.01 (12) (a) to (d) and at least one of the conditions listed in s. 45.02 (2)
4. Must achieve and maintain certification as a CVSO in accordance with Wisconsin Statute Chapter 45
5. Valid Wisconsin Driver's License and Access to an insured vehicle

Experience:

- Two years administrative experience preferred

Knowledge, Skills and Abilities:

1. Knowledge of benefits and services available to veterans and their dependents at the Federal, State and County level
2. Ability to communicate orally and in writing
3. Ability to establish and maintain effective public and working relationships
4. Ability to initiate work duties and be able to work with little or no direct supervision
5. Skill in working with computer applications including Microsoft Word and Excel

ESSENTIAL TASKS

Under little or no direct supervision

1. Interviews and assists veterans, their dependents and survivors; processes applications for Federal, State and County veteran's programs which include pension claims, compensation, insurance, medical care, education, loans grants and burial benefits, etc. Maintaining of records pertaining to veteran's deaths in the County, recording of grave locations and notification of the State Department of Veterans Affairs; responsible for referrals to other agencies for services as appropriate; responsible for the use and maintenance of the Veterans Vetra Spec / Veterans Benefit Management System (VBMS) for recording of veteran's service and personal data.

2. Coordinates transportation of county veterans to the VA medical facilities and processes vouchers and reimbursement requests for mileage and meal expenses for the salaried and volunteer drivers.
3. Responds to telephone inquiries, processes incoming mail, initiates correspondence, maintaining the daily log of client services and the maintenance of client records.
4. Maintains office bookkeeping records, prepares vouchers for equipment and supplies and for disbursements from budgeted funds.
5. Assists in the preparation of the annual budget, application for the County Veterans' Service Office Grant, coordinates and implements of the County Student Government Day program, prepares agendas and vouchers for the Veterans' Service Commission and attends workshops, seminars, conferences as necessary to be knowledgeable of programs and benefits.
6. Assumes responsibility for the office and the continuity of client services in the absence of the Veterans' Service Officer.
7. Maintains confidential records in accordance with all the requirements of the data privacy laws and HIPAA.
8. Involves frequent travel to various locations.
9. Assists with the moving, lifting, and positioning of tombstones and memorial markers, including raising items from ground level to waist level, using safe lifting practices and working with other staff when needed (Ranging from 70-230 pounds).
10. Other duties as assigned.

SUPERVISION RECEIVED

Under the general direction of the Veterans' Service Officer

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

Time is spent sitting, hearing (listening), using near vision, and low and medium fingering for typing; talking, walking, reaching and using low handling, i.e., picking up files, etc.; standing, stooping, climbing; low lifting (10 pounds or less) and carrying and low pushing/pulling; in unusual situations, kneeling, crouching, bending, twisting, reaching, feeling, high fingering, and medium lifting (20-40 pounds), carrying and pushing may be required.

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

06/10/2026

.....
 I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

 Employee

___/___/___
 Date