

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV03712608

DATE POSTED: 10/03/16

POSITION NO: 202133

CLOSING DATE: OUF

POSITION TITLE: Veterans Service Officer

DEPARTMENT NAME / WORKSITE: OPVP/Navajo Nation Veterans Administration, Chinle, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB61A

WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 31,179.20 PER ANNUM

SEASONAL: DURATION : _____ \$ 14.99 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

In the INTERIM manages the day-to-day operations of the Navajo Nation Veterans Administration - Chinle Agency which includes, but not limited to supervision of the agency staff, assign and monitor duties and responsibilities, development and training of agency staff, annual performance evaluation (EPAF), establish work priority and schedule, etc.; Develop and implement goals and initiatives in coordination with the Executive Director; Create and propose agency's annual budget and present to the appropriate committee of the Council; shall compile field data, submit reports and Budget Status Report on a quarterly basis; prepare Grant Proposals for Navajo Veterans benefits and services; Ensure agency operates in compliance with applicable Federal, State and Tribal laws; Provide technical and financial assistance to the Navajo Veterans, Surviving spouses of Navajo Veterans and Gold Star Mothers per the Policy and Procedures; Provide information on benefits and entitlements at local Chapter Veterans Organization meetings; conduct research on Veterans benefits/entitlements; compile, review and prepare documents for submission to Veterans Administration Medical Center; Advocates on behalf of Navajo Veterans; Provides information on financial, housing, employment, Veterans Loans, education, etc.; Assist with Navajo Veterans Housing Program and assist NNVA Central Administration's Senior Planner; Conducts fair and equal selection of Navajo Veterans for Homes, conducts home visits to determine housing need, reviews/approves housing assistance request; coordinates Navajo Veterans events and activities. The duties and responsibilities will be in effect until end of FY 2016 or September 2016. In FY 2017, VSO will get trained, accredited to prepare and process benefits and claims, through the Arizona Department of Veterans Services.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business or Public Administration, or a closely related field; and two (2) years of administrative experience with one (1) year of which must have been in a supervisory capacity.

Special Requirements:

- A favorable background investigation is required.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Working knowledge of current trends in Federal Benefits and opportunities available to Navajo Veterans under the U.S. Department of Veterans Administration; knowledge of bookkeeping practices and principles; knowledge of public relations/customer service principles, practices, and techniques; skill in preparing and maintaining accurate records, reports, and files; skill in utilizing computer databases to research, maintain, and update records and files; skill in establishing cooperative work relationships with those contacted in the course of work; promote proactive character, productivity and effective communication.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.