THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0379523**	DATE POSTED:	**11/17/14**
POSITION NO:	**202129**	CLOSING DATE:	**12/02/14**
POSITION TITLE:	**Veterans Service Officer**		
DEPARTMENT NAME / WORKSITE:	**Department of Navajo Veterans Affairs, Fort Defiance, AZ**		
WORK DAYS:	Mon-Fri	REGULAR FULL TIME: ☑	GRADE/STEP: AB61A
WORK HOURS:	8am-5pm	PART TIME: ☐ NO. OF HRS./WK.:	$ 31,179.20 PER ANNUM
		SEASONAL: ☐ DURATION :	$ 14.99 PER HOUR
		TEMPORARY: ☐	

DUTIES AND RESPONSIBILITIES:

Manages the day-to-day operations of the Department of Navajo Veterans Affairs - Eastern Navajo Agency which include but not limited to supervision of the agency staff, assign and monitor the duties and responsibilities, development and training, annual performance evaluation, establish work priority and schedule, etc.; Develop and implement goals and initiatives in coordination with the Department Manager II; 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 Procedure; Provide information on benefits and entitlements at local Chapter Veterans Organization meetings; conducts research on Veterans benefits/entitlements; compiles, reviews and prepares documents for submission to The U.S. Department of Veterans Administration; Advocates on behalf of Navajo Veterans; Provides counseling on financial, housing, employment, Veterans Loans, education, etc.; Coordinates housing assistance activities with DNVA 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.

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 experience with a Veterans program, of which one (1) year must have been in a supervisory capacity.

Preferred Qualifications:

- One (1) year of experience in processing Veterans benefit claims.

Special Requirements:

- 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 currents 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.

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