

# Kentucky Department of Veterans Affairs

*Serving Kentucky's Veterans*



## JOB POSTING

### Advertisement Closes

12/7/2023 (7:00 PM EST)

23-09988

Veterans Benefits Field Rep I

Pay Grade 12

Salary

\$2,992.26 Monthly

Employment Type

EXECUTIVE BRANCH | FULL TIME | ELIGIBLE FOR OVERTIME PAY | 18A | 40.0 HR/WK

### Hiring Agency

General Government Cabinet | Department of Veterans Affairs

### Location

126 E. Public Square, Lower Level

Glasgow, KY 42141 USA

### Description

The Kentucky Department of Veterans Affairs (KDVA) is charged with ensuring that all Kentucky veterans and their families obtain the benefits and services they have earned.

KDVA administers numerous veterans programs and facilities such as:

- Veterans Benefits
- Homeless Veterans
- Women Veterans
- Educational Benefits
- Employment Services
- 5 State Veterans Cemeteries
- 4 state Veterans Centers for long-term nursing care

KDVA is looking for a career-minded, self-motivated and energetic Veterans Benefits Representative I to work in Glasgow, who possesses the skills, knowledge and desire to perform the following:

- Advisory and Advocate duties
- Initiate claim preparation for a designated region of the state to establish veteran's service connected benefit claims.
- Employee will coordinate with local government officials and media
- Act as an agent/advocate on behalf of Kentucky's veterans and their dependents.

The ideal candidate will work independently from Glasgow, Kentucky, yet be part of a larger team to meet our commitment to serve Kentucky's Veterans.

#### Minimum Requirements

**EDUCATION:** Graduate of a college or university with a bachelor's degree.

**EXPERIENCE, TRAINING, OR SKILLS:** Must have one year of experience in administration, military affairs or veterans' benefits counseling.

**Substitute EDUCATION for EXPERIENCE:** A master's degree will substitute for the required experience.

**Substitute EXPERIENCE for EDUCATION:** Administrative experience will substitute for bachelor's degree requirement on a year-for-year basis.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):** Must possess and maintain a valid driver's license to qualify for employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

#### Working Conditions

Travel on a statewide basis to meet with veterans and their dependents.

#### Probationary Period

This job has an initial and promotional probationary period of 9 months, except as provided in KRS 18A.111.

If you have questions about this advertisement, please contact Donald Walbert at [donald.walbert@ky.gov](mailto:donald.walbert@ky.gov) or 270-473-3344.

An Equal Opportunity Employer M/F/D

