



KENTUCKY DEPARTMENT  
OF VETERANS AFFAIRS

**Advertisement Closes**

**4/13/2024 (8:00 PM EDT)**

**24-02027**

**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**

**[Click here for more details on state employment.](#)**

Hiring Agency

General Government Cabinet | Department of Veterans Affairs

Location

1135 Lexington Road, Suite J

Georgetown, KY 40324 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
- Five state Veterans cemeteries
- Four 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 Scott County, who possesses the skills, knowledge, and desire to perform the following:

- Veterans benefits counseling
- 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 Scott County, 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

