

**Employment Opportunity  
Disabled American Veterans  
Department of California**

**Position:**

Department Service Officer

**Salary:**

**Negotiable**

**The Job:**

The Disabled American Veterans-Department of California is recruiting for a Department Service Officer who counsels, advises and assists veterans or their dependents in presenting claims to the Department of Veterans Affairs. Provides liaison with facility that incorporates all facets of the DAV Volunteer Programs to include the DAV Transportation Program. In addition, will have to do presentations before large audience and review medical records.

**Employees in This Classification:**

Be completely versed in all Department of Veterans Affairs regulations, including Title 38, U.S. Code, circulars, program guides, manuals, etc., pertaining to benefits for veterans and their dependents. Conducts interviews and counsels claimants filing claims and assists claimant in developing the claim.

Reviews in detail all aspects of claim from both a medical and legal viewpoint.

**The Requirements:**

**Veteran Status:**

Applicant must have no less than an honorable discharge and a service-connected disability as rated by the Department of Veterans Affairs or a Purple Heart or former Prisoner of War. Must be eligible for or a member of the Disabled American Veterans.

**Education:**

High school diploma or General Education diploma.

**Experience:**

General experience which demonstrates an aptitude for meeting and dealing with the public. The ability to understand and apply a Body of Rules and Regulations, and precedent decisions to specific cases or application for benefits, privileges, etc. Familiarity with medical and/or legal terminology is helpful.

**Application Process:**

Applicants must submit a completed DAV-Department of California application for employment. Resumes will not be accepted in lieu of but may be attached as an addendum. Along with the application, please provide a copy of your DD214 (part 4), which provides your character of discharge. In addition, please provide documentation verifying your service - connected percentage from the Department of Veterans Affairs.

**The Examination:**

The examination will consist of an evaluation of knowledge and skills demonstrated in written tests and/or oral interviews. Eligible candidates will be notified by mail of interview times, dates and locations.

**Application Deadline: None**

**For Applications Contact:**

Disabled American Veterans  
Department of California  
13733 E. Rosecrans Ave.  
Santa Fe Springs, CA 90670  
(562) 404-1266