

**POSITION AVAILABLE**  
(Assistant Veteran's Affairs Officer)

Colleton County Government is accepting applications for the position of Assistant Veterans Affairs Officer. Under general supervision, the successful candidate will assist veterans and their dependents in applying for various VA benefits through the Department of Veterans Affairs.

Responsibilities include research, preparation, development and presentation of claims for adjudication. Will also conduct interviews, disseminate information regarding various benefit programs and explain the eligibility criteria. Must have the ability to identify and resolve issues, gather relevant medical evidence and supporting documents. Other duties will include a variety of clerical and administrative functions to assist in managing the daily operations of the office.

Requires an Associate's degree in Business Administration or related field with two years of benefits administration, or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Candidate must be proficient in Microsoft Office, data entry and possess excellent math, oral and written communication skills. Accreditation training through the SC Department of Veterans Affairs, pre-employment drug screen, a satisfactory background check and a corrected 35wpm typing test are also required.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488. The position will remain open until filled. Only qualified applicants will be contacted for an interview. Colleton County Government is an Equal Opportunity Employer.

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**ANNUAL SALARY: \$33,434**  
**FULL-TIME**  
**SC STATE RETIREMENT & INSURANCE**