

**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. Responsibilities include research, preparation, development and presentation of claims for adjudication by the VA Regional Office. Other duties will include a variety of clerical and administrative functions to assist in managing the daily operations of the office. Candidate must be proficient in Microsoft Office, data entry and possess excellent oral and written communication skills. Report to the Veterans Affairs Officer.

Requires an Associate's degree in Business Administration or related field with two years of benefits administration related experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Pre-employment drug screen and a satisfactory background check 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 candidates 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**