

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **VETERANS AFFAIRS ADMIN CLERK.**

DUTIES: See attached job description

QUALIFICATIONS: Minimum of a high school diploma with some college level coursework in human services or equivalent military experience. Strong knowledge of military culture or honorably discharged military veteran preferred. Two years' experience working with public service and the veteran community.

HOURS: UP TO TWENTY-EIGHT (28) per week.

PHYSICAL: Must be able to pass physical/drug screen.

SALARY: \$18.00 HOUR

This position is open until filled.

Applications for the position of **VETERANS AFFAIRS ADMIN CLERK** will be accepted at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829 or our website [deltacountymi.gov](http://deltacountymi.gov).

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

**DELTA COUNTY  
JOB DESCRIPTION  
Veterans Affairs Admin Clerk**

**Title:** Veterans Affairs Admin Clerk  
**Classification:** Non-Union, Exempt, At Will  
**Department:** Veterans Affairs  
**Reports to:** Director, Veterans Affairs  
**Supervised by:** Director, Veterans Affairs  
**Revision Date:** 2/4/25

**GENERAL PURPOSE**

This position is responsible for assisting in the efficient operation of the Delta County Veterans Affairs Office through the performance of various administrative support functions that require an extremely high level of confidentiality, sound independent judgment, and attention to detail. Their duties include office administration, veteran interaction and customer service, veteran transportation coordination, community outreach efforts, event organization, grant operations, and resource discovery and implementation. This position works under the direction of the Director, Delta County Veterans Affairs.

**SUPERVISION RECEIVED**

Work is performed under direction of the Director, Delta County Veterans Affairs.

**SUPERVISION EXERCISED**

There is no supervision exercised.

**ESSENTIAL FUNCTIONS**

The following are examples of functions which are essential to this position. The following list does not include all functions which the Admin Clerk may be expected to perform.

- Perform a variety of clerical and communication tasks such as processing incoming and outgoing correspondence, answering the telephone, ordering office supplies, filing/scanning documents and daily administrative tasks as required or assigned.
- Maintain effective interpersonal relationships and communication when interacting with veterans, the public, County staff, and outside agencies.
- Assist with emergency relief and food card queries and application processing.
- Schedule van drivers, coordinate transportation for veterans to VA medical appointments, maintain passenger lists and Mileage logs.
- Interview van driver applicants. Assist new applicants with the application process and coordinate needed tests and physicals to apply and to recertify for annual driver status.
- Coordinate with local service organizations, charities, local businesses and non-profit organizations to increase available programs and expand resources to veterans and attend meetings as necessary.
- Create and maintain applicable tools to improve communication with veterans and increase veteran knowledge of benefits, programs, and events through brochures, announcements, social media, and public service announcements.

- Organize, support, and attend veteran outreach events with the goal of increasing awareness of the services offered by this office and to better inform veterans and their eligible family members of potential Federal and State benefits.
- Under the direction of the Director, coordinate and assist with applications to local and state grant funds to ensure proper application processing, expensing, making payments, reporting and record keeping.

**REQUIRED QUALIFICATIONS**

- **Minimum** of a high school diploma with some college level coursework in human services or equivalent military experience. Strong knowledge of military culture or honorably discharged military veteran preferred.
- **Two years' experience** working with public service and the veteran community.
- **Possession of a valid Michigan Driver's License**
- **Possess** strong organizational skills with attention to detail.
- **Knowledge** of computer operations, database entry, case management, military service, veterans' programs and grant writing.
- **Ability** to communicate effectively with veterans, local officials, employees and the public.
- **Willingness** to attend night meetings and work outside of normal business hours.
- **Must** be bondable and able to pass a pre-employment background check, which includes a physical and drug test.

**SELECTION GUIDELINES**

Selection is based on strength of application, education, experience, personal interview and reference check. Job-related testing may be used to evaluate applicants.

**PHYSICAL DEMANDS**

While performing the essential functions of this job, the employee is regularly required to sit for long periods of time, stand, walk, climb, stoop in confined spaces, kneel, crouch, talk, hear, feel, reach, grab, keyboard and touch. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

Work is performed primarily in offices and departments within County buildings, but can be both indoors and outdoors. Some jobs require an employee to work in a hazardous environment that involves exposure to unpleasant and noxious fumes and odors. Some jobs require the employee to be exposed to noise, dust, dirt and dampness. Some jobs require travel. Some jobs require the employee to be exposed to inclement weather conditions.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**The County of Delta is an Equal Opportunity Employer**

Recommended:  
Approved: 2/4/25

