



TOWN OF HOPKINTON

HUMAN RESOURCES DEPARTMENT

TOWN HALL
18 MAIN STREET

HOPKINTON, MASSACHUSETTS 01748

MARYROSE DEGROOT
Human Resources Director

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NOTICE OF VACANCY

Job Posting # DVS12-08

Opening Date: February 16, 2012

Closing Date: March 1, 2012

TITLE: Veteran's Agent
TYPE OF POSITION: Part-Time 5-7 Hours per week.
LOCATION: Hopkinton, Holliston, Ashland, and Medway, Massachusetts
AREA OF CONSIDERATION: All qualified candidates

The Veteran's Service District of Hopkinton, Holliston, Ashland and Medway is currently seeking a Veteran's Agent. This position will be supervised by Director of Veteran's Services. The Veteran's Agent delivers essential services to Veterans and their eligible dependents residing in the communities of Ashland, Holliston, Hopkinton and Medway in the administration of federal, state and local benefits to assist veterans, widows and dependents in accordance with MGL Ch. 115.

DUTIES

- Assists eligible veterans and family members in filing for benefits from the U.S. Department of Veterans Affairs (VA) and the Commonwealth of Massachusetts such as; the GI Bill (education), disability claims, pension, tax exemptions, bonuses and burial benefits;
- Submits to VSO or Director all applications for M.G.L. c. 115 veterans' benefits and for determination of eligibility;
- Prepares monthly warrants and process the requests for payment of benefits, for each community;
- Maintains accurate documentation per Standard Operating Procedures (SOP);
- Is the Burial Agent for two of the municipalities in the District;
- Assists with maintaining the District's web site,
- Act as the Director of Veteran's Services due to the absence of The Director of Veteran's Services;
- Participates in the observance of Memorial Day and Veterans' Day as a Representative of the District.
- Other duties as deemed appropriate in the operation of the district.

QUALIFICATIONS

To be considered qualified for this position, candidates must have the following:

- Candidate must be an honorably discharged United States Veteran as defined by clause Forty-Three of Section Seven of Chapter Four of Massachusetts Law. Under Honorable Conditions will be considered on a case by case basis.
- Ability to attend all required training sessions and conferences to maintain operational readiness, currency and proficiency in carrying out the duties of a Massachusetts Veteran Service Officer
- Excellent customer service skills are a must.
- Ability to work independently, as required, and integrate fully as a veteran's services district team member.
- Strong administrative, oral and written communication skills as well as proficiency in the use of MS Office Applications and the internet.
- High School Diploma or GED Required, Associates Degree preferred.
- Valid State Driver's License and the use of a reliable motor vehicle.

APPLICATION PROCEDURE

To be considered for this vacancy, please reference Job Posting # DVS12-08 in the subject line, and submit a cover letter and resume to Maryrose DeGroot, Human Resources Director, Town of Hopkinton.

Information can be submitted in person at 18 Main Street, Hopkinton, MA 01748 or by email at Maryrose@hopkinton.org.

Incomplete submissions will not be considered.

The Towns of Hopkinton, Holliston, Ashland and Medway do not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Towns of Hopkinton, Holliston, Ashland and Medway are an equal opportunity employer, committed to diversity in their workplace.