



## TOWN OF SUDBURY Position Available

### **Administrative Assistant to the Director of Veteran's Services for the Marlborough-Sudbury Regional Veterans District 15 hours per week**

**Posting Date: November 3, 2021**

The Town of Sudbury seeks a qualified part-time Administrative Asst. to work under the direction of the Director of Veterans Services to assist in carrying out relevant duties including, but not limited to, the coordination of benefits to eligible applicants; the completion of local, state and federal compliance reports; and other duties as needed in the newly formed Marlborough-Sudbury Regional Veterans District.

**Duties and Qualifications:** In addition to above, the position requires effective verbal and written communication skills; excellent computer and record keeping skills; ability to interact with Veterans with sensitivity, tact and discretion; ability to work independently and be self-motivated. Basic knowledge of Veterans Benefits and prior experience with the processing of Local, State and Federal Veterans claims is preferred. Duties will be performed in both the Sudbury and Marlborough Veterans Offices.

Successful candidate must have a valid Massachusetts driver's license and must be CORI/SORI compliant.

Veterans meeting the qualifications are strongly preferred; however, candidates with strong administrative experience are also welcome to apply.

**Compensation and hours:** Position is part-time; No benefits  
15 hours per week: three "5-hour" days  
Starting hourly range is \$15.76 to \$17.02 DOQ

Send letter of interest and resume via e-mail to: [bilodeaum@sudbury.ma.us](mailto:bilodeaum@sudbury.ma.us) .

**Deadline:** *Resumes accepted until December 3<sup>rd</sup> at noon.*

Resumes received before November 23<sup>rd</sup> will be given earlier consideration.

AA/EOE

***See full job description below.***

## **Administrative Assistant to the Director of Veterans Services (Part-time)**

### **Positions Purpose:**

Works under the direction of the Director of Veterans Services (in accordance with Massachusetts General Laws Chapter 115 and Commonwealth Massachusetts Regulation 108) to assist in carrying out relevant duties including, but not limited to, the coordination of benefits to eligible veterans and their dependents; the completion of local, state and federal compliance reports; and other duties as needed in the newly formed Marlborough-Sudbury Regional Veterans District. Veterans meeting the qualifications are strongly preferred.

### **Supervision:**

*Supervision Scope:* Performs administrative responsible functions requiring a general knowledge of departmental operations and the exercise of judgment and initiative to work with established guidelines, policies, procedures and practices.

*Supervision Received:* Works under broad supervision of the Director, Veteran's Services, following department rules, regulations, and policies.

*Supervision Given:* None.

### **Job Environment:**

Work is generally performed under typical office conditions; work environment is moderately noisy. Employee must be able to perform duties while being constantly interrupted during the day.

Operates typical office equipment, computer, calculator, telephone, copier and facsimile machine.

Makes frequent daily contact with the public, Town departments, boards/committees, and State agency officials, vendors, and outside agencies and organizations with a high degree of tact, diplomacy and confidentiality by telephone, in writing, and in person.

The employee has regular access at the departmental level to confidential information such as criminal investigations, client's financial and medical records, and department records such as compensation and pension applications

Errors could result in delay, loss of services, have legal and/or financial repercussions, and cause adverse public relations for the department as well as the town.

### **Essential Functions:**

*(The essential functions or duties listed below 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 if the work is similar, related or a logical assignment to the position.)*

Meet with Veterans and/or their dependents; accept applications and make initial determinations of eligibility benefits and processes applications for benefits and related

paperwork as required by the State Department of Veteran's Services; maintain veterans' appointment schedules.

Manage the records maintenance for veterans' benefits, including filing, organizing and preparing materials for meetings to be attended by the Director.

Assist in filing monthly state and federal reporting of benefits and activities

Track and organize paperwork on local veterans serviced by the Town.

Ensure proper reporting to state and federal agencies; maintain records and databases.

Track reimbursements to Towns of Marlborough and Sudbury.

Maintain files on all activities; manage office phone messages, answers requests for information and referrals via telephone and personal contact; explore available funding and resources for veterans' services.

Attend training to keep up to date with legislation, services and procedures.

Also responsible for coordinating the Veterans Property Tax Work-off Abatement Program;

Expedite projects identified as priorities by the Director; identify, notify, advise and ensure the completion of specified projects; work with other staff and outside agencies to complete projects;

Perform other duties as assigned by the Director; Assist in coordination of Memorial Day and Veterans Day activities including placement of grave flags in Town Cemeteries.

Performs all other duties as required.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

Minimum of an Associate's Degree or three (3) to five (5) years of related managerial or administrative experience in human relations, social services, or business; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Strong verbal and written communication skills; excellent computer and record keeping skills; must possess the level of reading and math skills required to read, understand and apply the Massachusetts General Laws and the Code of Massachusetts Regulations; understand and follow oral and written instructions; must maintain confidentiality; develop, plan and implement clerical procedures and operations from general instructions; interact with Veterans with sensitivity, tact and discretion; work independently and be self-motivated; must have a basic understanding of the laws and regulations governing the operation of veteran's benefits. Must possess excellent computer skills in programs such as Excel, Word and Adobe. Prior experience with the processing of Local, State and

Federal Veterans claims is preferred. Must have a valid Massachusetts driver's license and must be CORI/SORI compliant.

Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. Employee must be able to perform duties and travel between both regional offices. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

*(This 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.)*