

EDGEFIELD COUNTY GOVERNMENT
Veterans Affairs Clerk

Edgefield County Veterans Affairs Department is seeking qualified applicants for the position of Clerk in the Veterans Affairs office. Job requirements include assisting veterans or their family and survivors for monetary and other benefits for which they are eligible such as pension, compensation, survivor's benefits, hospital care, education, burial, insurance, and loans; assisting veterans in working with the Department of Social Services, housing authority, social security, funeral directors, and nursing homes; answering the telephone; setting up appointments for Veterans Affairs Officer; maintaining all files on veterans, widows, and dependents; conducting the duties of the Veterans Affairs Officer when needed. Clerical accuracy, computer skills, mathematical proficiency, and the ability to communicate courteously and effectively are essential job skills. The starting salary for this position will depend on qualifications and experience. Edgefield County conducts pre-employment testing for the use of illegal substances, as well as criminal background checks. Applications will be accepted until April 15, 2022. Applications may be obtained at the Edgefield County Administration Building, 124 Courthouse Square, Edgefield, SC or on our website at www.edgefieldcounty.sc.gov

EQUAL OPPORTUNITY EMPLOYER