

Job Description
American Legion – Department of Maine
Assistant Department Service Officer

(As of: 12 July 2022)

Part-time Position: American Legion Department Service Officer

Salary: Starting at \$26,000

Hours/Week: 28 hours (4-day work week)

Term of Office: Three years from appointment at convention. (One-year off-set with DSO to ensure continuity in the office)

Qualifications:

- Be an active member in good standing of the American Legion.
- Nominated by the Department of Veterans Affairs and Rehabilitation (VR&A) Committee with approval of the Department Commander and the Department Executive Committee (DEC)
- The ability to pass a personal background investigation conducted by the VA.
- The ability to obtain accredited status by the Office of the General Counsel of Veterans Affairs (VA).
- The ability to achieve, upon appointment, accredited veteran service representative status by the American Legion.

Duties: (Article X – American Legion Department of Maine - Constitution and By-Laws)

- Assist veterans in filing claims with the Department of Veterans Affairs (DVA).
- Shepherd claims through the DVA and provides on-site representation through the entire processing cycle.
- Participate in VA and American Legion workshops, seminars, and conferences to upgrade and enhance skills.
- Train Post Service Officers in their duties.

- Be available to conduct VA&R workshops, symposiums, conferences, or seminars to members of The American Legion family. These sessions are usually done at Department or District meetings but such presentations could also be made at a Post or community meeting.
- Perform as a member of the Department Executive Committee.
- Works under the supervision of the DSO, act as the DSO in his or her absence.

Skills/Qualifications:

- Ability to use automated office hardware and software to include Microsoft Office.
- Familiarity with various VSO databases in use by the VA to track claims; CAPRI, COVERS, MAP-D, SEP, SHARE, VBMS, Virtual VA and VACOLS.
- Excellent internal and external communication skills.
- Ability to express ideas and concepts verbally and in writing.

Benefits – See Personnel Manual

Benefit	Effective Date
Holidays	Immediately
Sick Leave	6 Months of Service
Annual Leave	1 year – 2 weeks
	8 years – 3 weeks
Retirement Plan (IRA) - Matching	After 2 years