

**Missouri Veterans Commission
Veterans Service Program – St. Louis Veterans Home Office**

Is seeking a **Full-Time Veterans Service Officer**

Salary: \$1460.00 semi-monthly

Qualifications for this position:

A Bachelor's degree from an accredited college or university with a minimum of 24 earned credit hours in one or a combination of the following: Business, Public, or Personnel Administration; Education; Healthcare Administration; or in the social or behavioral sciences; and possession of an honorable discharge from the military forces of the United States.

OR

Four or more years of technical experience working directly with military personnel or the public with responsibility for analyzing client information, applying relevant laws, rules, and/or procedures, and determining client eligibility for one or more of the following: employment service programs, vocational counseling services, public programs, personnel benefits, social services programs, and /or military or veterans benefits; and possession of a high school diploma or proof of high school equivalency; and possession of an honorable discharge from the military forces of the United States.

Benefits Include:

Competitive Salary
Retirement Plan
Health, Dental, Vision & Life Insurance
3 weeks paid vacation/year
12 paid holidays/year

Please see attached [MVC position description](#) and see this link for the State Merit System class specification: [Office of Administration - Division of Personnel](#).

To be considered for employment with MVC, all applicants shall file and pay all Missouri State Income Taxes owed. Tax compliance will be confirmed with the Missouri Department of Revenue. Applicants may check tax compliance status by contacting the Department of Revenue at (573)751-7202.

To apply for this position, please forward a completed MVC application, resume, transcripts, DD-214 and "Authorization to Release Confidential Information" form to: Becky Buechter, Personnel Clerk, Missouri Veterans Commission, PO Drawer 147, Jefferson City, MO 65102 or fax to (573)751-7660.

Application Deadline: December 6, 2018

An MVC application may be downloaded from our website at:
<https://mvc.dps.mo.gov/docs/jobs/commissionApp.pdf>

The "Authorization to Release Confidential Information" form may be downloaded at:
<https://mvc.dps.mo.gov/docs/jobs/ConfidentialReleaseForm.pdf>

EOE; Drug Free Workplace
MVH celebrates a diverse workforce