

TOWN OF NORTH READING



VETERANS SERVICES

Position Title:	Administrative Assistant
Department:	Veterans Services
Reports to:	Sue Wagner, Director of Veterans Services
Hours:	Part-Time (19) hours
Date:	January 7, 2020
Salary:	Grade 3 of the NRAS Collective Bargaining Agreement

JOB SUMMARY:

Performs responsible clerical work and administrative support duties for the Director of Veterans Services.

ACCOUNTABILITY:

Work under the general supervision of the Director of Veterans Services.

DUTIES AND RESPONSIBILITIES:

Review files, documents and other printed materials for completeness and accuracy within defined guidelines, including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units, and soliciting additional information as required by phone, email, or form letter.

Assist in the initiation/coordination of claims for federal and state veterans' benefits. Scheduling of client appointments for Federal Claims and Chapter 115 recipients recertification, home visitations, Nursing Home visitations, and meetings in and out of office.

Through preliminary interview of potential Chapter 115 clients; gathers required documents to validate qualification in accordance with 108 CMR Regulations and Directives. Ability to learn and apply 108 CMR Mass. General Laws Ch. 115 Regulations and Directives.

Position currently scheduled for 19 hours per week.

For the full Job Description go to

<https://www.northreadingma.gov/human-resources/pages/job-opportunities>