

ANNOUNCEMENT
FROM
DEPARTMENT OF CALIFORNIA
VETERANS OF FOREIGN WARS OF THE UNITED STATES

JOB OPENING

Posted: November 22, 2011

Deadline for applications: December 15, 2011, or until filled.

The VFW Department of California has the following opening in the USDVA Regional Office located in Los Angeles. **Administrative Assistant/Claims Consultant**

The Administrative Assistant/Claims Consultant performs all clerical duties for the Service Office. Answers phones, arranges appointments, files and delivers incoming correspondence. Maintains daily report of activity and prepares correspondence as required and assists the DSO and Assistant DSO in claims preparation and or other assigned duties.

This position also provides and assists in the counseling of veterans and their dependents concerning their rights and entitlements under existing laws and assists in the initiation and development of claims for presentation before the VFW rating boards.

Training is provided by the VFW staff. The VFW, Department of California offers a competitive salary along with a full benefits package.

To apply, submit your resume and salary requirements to VFW, Department of California State Headquarters, 1510 J Street, Suite 110, Sacramento Ca 95814 Fax: 916 449-8832 or e-mail to rowoldt@vwca.org.