

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

**JOB OPENING**

**Posted: February 6, 2012**

**Deadline for applications: February 29, 2012 or until filled.**

The VFW Department of California has the following opening in the USDVA Regional Office located in Oakland. **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 DVA Rating Board.

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 Michele Collier, Claims Consultant, Oakland Federal Building, 1301 Clay Street, Room 1140N, Oakland, CA 94612  
Fax: (510) 835-8029 or e-mail to [michele.collier@va.gov](mailto:michele.collier@va.gov).