

**-LASALLE COUNTY VETERANS ASSISTANCE COMMISSION –**  
**APPLICATION PROCESS**

VETERANS SERVICE OFFICER - SALARY – FULL TIME

APPLICATIONS FOR EMPLOYMENT: MUST HAVE- COVER LETTER, LASALLE COUNTY APPLICATION FOR EMPLOYEMENT, RESUME AND SIGNED JOB DESCRIPTION

SENT TO: LASALLE COUNTY VETERANS ASSISTANCE COMMISSION C/O CHRISTA HAMMERS - SUPERINTENDENT - 4231 PROGRESS BLVD, UNIT 4 - PERU, IL. 61354 OR VIA EMAIL AT: [CHAMMERS@LASALLECOUNTYIL.GOV](mailto:CHAMMERS@LASALLECOUNTYIL.GOV)

LASALLE COUNTY APPLICATION FOR EMPLOYMENT AND JOB DESCRIPTION CAN BE FOUND ONLINE AT THE FOLLOWING:

[HTTPS://WWW.LASALLECOUNTYIL.GOV/615/EMPLOYMENT/](https://www.lasallecountyil.gov/615/EMPLOYMENT/)

-APPLICATION MUST BE FILLED OUT COMPLETELY – RESUME AND SIGNED JOB DESCRIPTION MUST BE INCLUDED- COVER LETTER RECOMMENDED

IN EMPLOYMENT EXPERIENCE, BE SURE TO INITIAL IF THE EMPLOYER CAN BE CONTACTED -THREE PERSONAL REFERENCES NEEDED, CANNOT BE FAMILY RELATION, MUST BE INCLUDED

POSITION IS: FULLTIME AND INCLUDES EMPLOYEE BENEFITS PACKAGE:

[HTTPS://LASALLECOUNTYIL.GOV/213/LASALLE-COUNTY-BENEFITS](https://lasallecountyil.gov/213/LASALLE-COUNTY-BENEFITS)

POSITION POSTED: 1/29/26

CLOSING DATE: 2/20/26

# LaSalle County

## Job Description



**Job title:** Veterans Service Officer

**Work Location:** 4231 Progress Blvd, Unit 4 – Peru, IL 61354

**Division/Department:** Veterans Assistance Commission

**Reports to:** Superintendent

**Employment Classifications:**

☒ Full-time ☐ Part-time  
☐ Exempt ☐ Nonexempt  
☒ Salaried ☐ Hourly  
☐ Bargaining Unit

**Salary Grade:** \$60,000 Minimum Starting Salary

\$65,000 - After first year / pending passing of certification course.

**Veteran Preferred.**

**Salary Start may vary based on experience.**

**Essential Duties and Responsibilities:**

To provide resources, claims management, and aid to our nation's military heroes and their family.

- Prepare claims for submission on behalf of clients to the Department of Veterans Affairs and other agencies.
- Interview Veterans and their families daily.
- Know and explain available benefits for Veterans and their families.
- Communicate daily with Local, City, County, and Federal Organizations in a positive manner.
- Research court cases, medical records, medical research, and current regulations daily.
- Answer phones, greet Veterans and their Families with respect and professionalism.
- Conduct yourself positively and have active communication with office while performing outreach services.
- Travel to outreach locations and perform duties unsupervised.
- Other duties as assigned.

**Education and/or Work Experience Requirements:**

- Be knowledgeable of military branches and job duties along with the particular instances in which their military duties would put them in harms way.
- Have the ability to organize, prioritize and track workloads while working independently with minimal supervision.
- Pay attention to detail at the same time as multitasking numerous clients and deadlines.
- Ability to read, interpret, comprehend and utilize legal cases, federal regulations, and medical research in a useful manner to prepare a written statement.
- Friendly and approachable to help make clients feel comfortable when you are conducting an interview.
- Adaptability to different personalities and situations to diffuse, empathize, and encourage clients.
- Ability to write correspondence in a cohesive manner.
- Must be knowledgeable of Microsoft Office and able to learn, comprehend, retain, and utilize new computer programs easily.
- Have a basic understanding of office edict and how to conduct yourself in a professional manner.
- Some medical subject matter may be graphic but are to be handled in a mature respectful manner.
- Must be willing to take initiative to help clients within the parameters given.
- Mandatory understanding of Confidentiality and HIPPA.
- Ability to work well with others as part of a team.
- Take initiative within parameters given and follow up when necessary.
- Ability to pass a federal background investigation.
- Understanding that it will be required to attend an annual week-long conference to maintain position.

Date Created: 6/27/2022 Date Revised: 05/01/2025 Approvals: CH

- Must have reliable vehicle and must make sure it is always legal to operate.
- Occasional nights, weekend and travel for work may be required.

#### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to sit, stand, and work on a computer for long periods of time.
- Requires ability to complete multiple repetitive tasks.
- Ability to occasionally lift 25 lbs.
- Set up a table and tent display at events located throughout the county.

#### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

#### **ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**

Date Created: 6/27/2022 Date Revised: 01/01/2026 Approvals: CH



## Employment Application

Please complete all questions for employment consideration

Name \_\_\_\_\_  
First Middle Initial Last

Present Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

List any additional names you have used which will permit us to check your work record

\_\_\_\_\_

\*\*\*\*\*  
Type of work or position applied for? \_\_\_\_\_ ☐ Full Time ☐ Part Time

Date Available to Begin work \_\_\_\_\_

Days Available \_\_\_\_\_ Hours Available \_\_\_\_\_

Describe why you are qualified for the position (Please attach current Resume)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever applied at or been employed by LaSalle County before? ☐ Yes ☐ No

If yes, when? \_\_\_\_\_

If you have relatives employed by LaSalle County, their name(s)/relationship(s)

\_\_\_\_\_

If you would be engaged in any other work while in our employ, please explain

\_\_\_\_\_

\*\*\*\*\*  
Are you legally entitled to work in the United States? ☐ Yes ☐ No

If hired, can you provide documentation of this eligibility? ☐ Yes ☐ No

Are you over 16? ☐ Yes ☐ No

## HISTORY OF EMPLOYMENT

List your complete employment record (including temporary, regular, and part-time) in date order.  
List the most recent first. Include military service if applicable.

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### MOST RECENT EMPLOYER

Are you currently working for this company? ☐ Yes ☐ No If yes, may we contact? ☐ Yes ☐ No

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Contact Information: \_\_\_\_\_

Starting Position \_\_\_\_\_ Ending Position \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Brief Job Description \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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### EMPLOYER

Are you currently working for this company? ☐ Yes ☐ No If yes, may we contact? ☐ Yes ☐ No

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Contact Information: \_\_\_\_\_

Starting Position \_\_\_\_\_ Ending Position \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Brief Job Description \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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### EMPLOYER

Are you currently working for this company? ☐ Yes ☐ No If yes, may we contact? ☐ Yes ☐ No

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Contact Information: \_\_\_\_\_

Starting Position \_\_\_\_\_ Ending Position \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Brief Job Description \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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Please explain all periods of unemployment within the past 5 years (periods of 4 weeks or more)

From	To	Reason

### EDUCATIONAL BACKGROUND

School Name/ Address	Dates Attended	Date Graduated	Diploma / Degree Certificate	Grade Point / Honors
HIGH SCHOOL	N / A	N / A		
BUSINESS / TRADE				
COLLEGE / UNIV.				

### TRAINING OR EXPERIENCE PERTINENT TO THE JOB

Computer Skills: \_\_\_\_\_

\_\_\_\_\_

Equipment/Vehicles: \_\_\_\_\_

\_\_\_\_\_

Other Skills / Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ACKNOWLEDGEMENT OF UNDERSTANDING AND CONSENT

### Please read thoroughly before signing

It is understood that this application is not an obligation of employment. This application will remain active for 90 days. Reapplication is necessary after that time period.

I hereby authorize the County to investigate all references and former employment, and I release from liability those supplying such information. Upon offer of employment, I may be required to take a drug test and may also be required to demonstrate my ability to meet the physical requirements necessary to perform all job duties by passing a physical evaluation test. All testing will be at the County's expense. I realize that an offer of employment is contingent upon my test results being substance-free and satisfactory information being received from physical testing professionals & reference sources.

I will provide proof of my eligibility to work on the date of hire as required by "The Immigration Reform and Control Act of 1986".

I understand that my employment, unless covered by a collective bargaining agreement, is not governed by any written or oral contract and is considered an "at will" arrangement. I understand that I am free, as is the County, to terminate employment at any time for any reason or for just cause, so long as there is no violation of applicable Federal or State law or valid collective bargaining agreement.

I understand that if employed in a position governed by a collective bargaining agreement to which the County is a party that once I am covered by that agreement its terms may supersede some of the statements in this acknowledgement of understanding.

**I state that the information on this application is true and complete. False statements, misrepresentations, or omission may be cause for cancellation of an employment offer or termination, even if already employed. I agree that I have read and understand the above acknowledgements and agreements and recognize all of the above as conditions of employment.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### DO NOT WRITE BELOW THIS LINE – FOR EMPLOYER USE

Approved: Elected Official/Department Head \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Start Date \_\_\_\_\_ Exempt/Rate \_\_\_\_\_ Non-Exempt/Rate \_\_\_\_\_

Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Position \_\_\_\_\_

***LaSalle County is an Equal Employment Opportunity Employer***