



## Position Available – Internal/External Posting **Job Title: Director of Veterans' Services**

Classification: Full-Time (non-union)  
M2 Wage Scale  
37.5 hrs./week

Department: Veterans Services

Hourly Wage: \$21.93 - \$28.32

Benefits Include: Hybrid Pension – 5% employee contribution  
Health, Dental & Vision Insurance – 10% employee contribution  
Vacation & Medical Leave  
Life Insurance  
Short-term Disability Insurance

Qualifications:

- Must be a Veteran of the United States Armed Forces and have been discharge under honorable conditions from the last period of service.
- An associate's degree in human services or a related field from an accredited college is preferred for 2 years' active-duty military service and experience.
- Prior experience counseling and/or working with veterans benefits and filing claims preferred.
- Must possess or be willing to obtain Certification and Accreditation as a Veterans' Service Officer.
- Must have strong communication skills and be able to work with county, state and federal resources
- Must possess and maintain a valid Michigan Vehicle Operator's License
- Able to make sound decisions and provide emergency relief or assistance to Veterans.
- Assists in special military functions to promote Veterans services.
- Strong computer skills and office management skills that require maintaining active case files.
- Initiate and review claims that are submitted by Veterans to ensure that the veterans, surviving spouse or dependents are awarded benefits as established by current legislation.
- Advises and counsels veterans concerning the benefits to which they may be entitled.
- Attend meetings and events to promote the office and services and establish good working relationships with other organizations.
- Analyze and disseminate new legislations that may pertain to veterans and how it may benefit them and share with other organizations.
- Must provide three business references and two personal references.

Supervision: Veterans Services Committee

Resume/Cover Letter Due: Resume/Cover letter & Application due by 4:00 p.m. on Monday, April 13, 2026, Human Resources Office, Historic Courthouse, 437 E. Division St., Cadillac, MI 49601.

Posted: Monday, April 6, 2026