MENOMINEE COUNTY/TOWN OF MENOMINEE
POSITION DESCRIPTION

Position Title:	**Department:**	**Division/Section:**
Office Manager	Veterans Service Office	Veterans
Classification:	**Salary:**	**Supervisor:**
Part Time Hourly (non-exempt)	Up to $18 pr hr	Veterans Director
Supervision Exercised:	**Posting Date:**	**Deadline Date to Apply:**
None	December 30, 2025	January 9, 2025

Position Summary:
The Office Manager supports veterans and their dependents in accessing federal, state, and county benefits. This role requires specialized knowledge of Wisconsin Department of Veterans Affairs (WDVA) and U.S. Department of Veterans Affairs (VA) regulations, strong clerical and recordkeeping skills, and the ability to interact with the public with professionalism and confidentiality. Additional responsibilities include receptionist duties, data management, and administrative support for the Veterans Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist veterans and dependents with benefit eligibility, disability compensation, pensions, and referrals to the Veterans Service Officer.
- Maintain records of travel pay, mileage vouchers, and annual WDVA Transportation Grant submissions.
- Collaborate with agencies such as Social Security, Vet Centers, Register of Deeds, Health & Human Services, and medical facilities.
- Attend training sessions and workshops to stay current on veterans' benefits and VA procedures.
- Manage databases for grants, confidential files, and reporting.
- Provide administrative support for Veterans Service Commission meetings.
- Prepare invoices, bills, and vouchers; recommend equipment purchases or repairs.
- Assist with annual budget preparation and program development.
- Serve as receptionist: answer inquiries, schedule appointments, open mail, and perform clerical tasks (filing, proofreading, shredding).
- Support the Veterans Service Officer in administering emergency aid funds.
- Ensure proper care of county property and contribute to overall team efforts.

MINIMUM QUALIFICATIONS:

- High School Diploma plus clerical coursework or college credits; two years clerical experience required, veterans' benefits experience preferred.
- Proficiency in Microsoft Word and Excel; tested skills in math, filing, grammar, and spelling.
- Knowledge of office procedures, bookkeeping practices, and government terminology.

NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- Strong communication and public relations skills; ability to write reports and correspond professionally.
- Competence in basic math, algebra, and geometry; ability to handle funds accurately.
- Ability to work independently with limited supervision, apply common sense, and resolve routine problems.
- Skilled in using office equipment (computers, printers, calculators, photocopiers).
- Commitment to confidentiality, especially regarding protected health information

CONFIDENTIALITY OF REPORTS/RECORDS:

Maintain security of confidential matters and materials. Ability to regularly work with confidential data which may include protected health information (includes electronic PHI). Information can be of a personal nature, and if disclosed could cause serious adverse legal and community reaction and concern for the Veterans Office and the County.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Special Note:

A thorough background check will be conducted as part of the hiring process to determine whether the circumstances of any conviction or pending charge may be related to the job being filled. Confidentiality is mandatory in all aspects of the job. Candidate selected for hire will be subject to a drug test and employment will be contingent on the results of said test.

BENEFITS: To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab appearing in the left margin of the home page.

APPLICATION PROCESS:

A complete application includes:

- Menominee County Employment Application available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us under the "Career Opportunities" tab appearing in the left margin of the home page);
- Current resume;
- Copy of High School Diploma or GED; and
- Copy of valid Wisconsin Driver's license.

Applications that are incomplete or do not include the information described above will be screened out and will not proceed to the interview stage.

Please submit all required information in person to the Administrative Coordinator's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse
Attn: Admin Coordinator
P.O. Box 279
Keshena, WI 54135

Please call 715-799-3314 if you have any questions or need assistance.

Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.