**Assistant Service Officer/Claim Consultant**

1. Offer research and advice to veterans who wish to handle their own claims
2. Assist veterans who are filing original claims for compensation and /or pension with the Department of Veterans Affairs and complete the require VA forms on behalf of the claimant
3. Assist veterans in reopening claims for service-connected disabilities and complete the required VA forms
4. Follow up on status of claims filed by veterans with the VA Regional office
5. File Notice of Disagreement with the VA Regional office if a veteran believes the decision made by the VA was incorrect
6. Review statements of the case from the VA regarding denials of claim and assist veterans with the preparation of responses
7. Assist veterans of surviving spouses in the preparation of appeals for denial of claims and file the appeals with the local VA regional office for forwarding to the Board of Veterans Appeals in Washington DC
8. Answer/research telephone inquiries regarding medical, death/burial and other miscellaneous benefits
9. Attend National training
10. Skills including but not limited to, Human relations, knowledge of computers and

computer programs to include Microsoft office

Due to National By-Laws the Assistant Service officer position must be VFW eligible, if not eligible for the VFW the incumbent can still hold the Claim Consultant

Applications, Resumes, and a copy of your DD-214 should be sent to:

Veterans of Foreign Wars Dept. of Oregon HQ

12440 NE Halsey St

Portland, OR 97230-1927