



STATE OF ILLINOIS
DEPARTMENT OF VETERANS' AFFAIRS

7222 W. Cermak Road, Suite 705, Lock Box 45, North Riverside, Illinois 60546
Telephone: 708/795-0540 Fax: 708/795-0581

PAT QUINN
GOVERNOR

DAN GRANT
DIRECTOR

March 12, 2010

To: U.S. Department Of Veterans Affairs
Work Study Unit

From: John C. Hogan, VSO, Work Study Supervisor

Date: March 12, 2010

RE: VA Work Study Position Description For (Name of Veteran)

I Am Providing The Position Description For (Name of Veteran) (VA Work Study).

The Duties Of The VA Work Study At This Site Are As Follows:

- Help With Maintaining Veteran's Files.
 - 1.) Active Veteran's Files
 - 2.) Inactive Veteran's Files
 - 3.) Pending Veteran's Files
- Insure Required Documentation Is Provided Within The Veteran's File For Obtaining Possible State And Federal Benefits.
- Filing Veteran's Files.
- Help Process Incoming Mail From Veteran's
 - 1.) Date Stamp Mail From Veteran's.
 - 2.) Sort Mail From Veteran's.
 - 3.) Put Mail In Maintained Veteran's Files For Possible State And/Or Federal VA Benefits.
- Answering Incoming Telephone Calls From Veteran's And Take Detailed Messages.
- Greeting Veteran's And Pull Their File For Veterans Service Officer.
- Purging Veterans Files After Two Years Of Inactivity.
- Place Required Veterans Documents Into An Inactive File.
- Shredding Purged Veterans Files.