



WOOD COUNTY, TEXAS

External Job Posting

APPLICATIONS ACCEPTED UNTIL FILLED

Department: Wood County Veterans' Service Office
Job Title: Veterans County Service Officer – (Part Time)

Definition:

Under general supervision, provides assistance and various program advice to Wood County veterans and their widows. Works 24 hours per week from the Veteran's Service Office.

Essential Functions:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Tasks:

Advises veterans and their widow of their veterans administration (VA) benefits including children up to the age of 23 if enrolled in school; assists and/or fills out VA forms for veterans or their widows such as educational, loans, medical, housing, burial, miscellaneous; provides general information to community residents about veterans benefits programs; works with the Texas Department of Human Services regarding benefits county veterans and their widows may be eligible for; serves on the county committee for the Texas Land Board for Veterans; and performs other related duties as required.

Knowledge, Skills, and Other Characteristics:

Knowledge of Texas Veterans Laws and Regulations applicable to veterans claims per the Code of Federal Regulations (CFR) 38 Parts 0-17 relating to Veterans Administration and programs, and the Veterans Officers Service Manual. Knowledge of appropriate forms, rules, procedures and guidelines. Skill in interviewing techniques, and in communicating effectively. Skill in gathering/compiling data and maintaining records, and in establishing and maintaining effective relationships with clients, other county staff, and the public.

Qualifications:

Graduation from high school or equivalent and one year general office/clerical work; or an equivalent combination of training and experience. In addition, completion of one week training session for new service officers is required by the Texas Veterans Commission and completion of mandatory yearly four-day refresher school. Applicant must provide proof of VSO certification, including certification hours or be able to have Texas Veterans Commission verify their certification.

How to Apply: Applications are available online at www.mywoodcounty.com . Mail applications to the Human Resources Dept., P. O. Box 1733, Quitman, TX 75783 (Resumes may be attached to the application). For more information call Human Resources at 903-763-4639.