



NACOGDOCHES COUNTY

Job Opportunity

Position: Veterans Service Officer

Open Until Filled

Department: Veterans Services

Starting Salary Range: \$39,813 to \$43,349 per year depending on experience, plus benefits

Type: Regular, Full-Time

General Description:

The VSO counsels, advises and assists military service veterans, veterans' survivors, and their dependents in obtaining benefits provided for them by county, state and federal law. Investigates and conducts interviews with veterans and their dependents to obtain a comprehensive case history to determine eligibility for benefits. Reviews and files claims for veteran benefits and assists veterans in obtaining help from local hospitals, clinics, and nursing homes. Attends and speaks at information meetings for service members and their families and serves as the county's liaison to the veteran's service organizations in the county.

Knowledge, Skills & Abilities:

- Knowledge of current federal and state legislation relating to veteran benefits
- Knowledge of programs and activities of other agencies rendering services to veterans
- Knowledge of the legal documents and processes necessary to substantiate benefit claims
- Ability to tactfully conduct interviews with veterans and their families to obtain accurate and complete information
- Ability to communicate effectively with a diverse clientele, including those with physical and mental disabilities
- Ability to adapt to changing work situations, and remain objective in dealing with upset, emotional individuals in difficult or challenging situations
- Ability to write complete and accurate reports and make specific recommendations
- Skills in the use of modern office procedures, methods and equipment, including computers
- Excellent verbal and written communication skills

Additional Information:

- Work will be performed indoors in a normal office environment
- Low-level noise from office equipment, air and heating unit
- Frequent contact with the public
- Occasional travel to other locations in the county in all types of weather conditions
- Occasional travel outside the county for training and/or seminars in all types of weather conditions which may include weekends or evenings

Qualifications:

- Prior service as a member of the United States Armed Forces or the Texas Military Forces
- Preferred: Retired from the United States Armed Forces or the Texas Military Forces
- Experience in general office work and dealing with the public.
- Ability to successfully complete an initial training course provided by the Texas Veterans Commission
- Ability to maintain status as an Accredited Representative of the Texas Veterans Commission

Instructions:

Submit a completed and signed Nacogdoches County Employment Application along with a resume, list of professional references and copy of DD Form 214 to the address below.

Submit application to: Nacogdoches County
Human Resources Department
101 W. Main St., Ste. 161
Nacogdoches, TX 75961

Application package may be emailed to: personnel@co.nacogdoches.tx.us