



## **Austin County Job Description**

**Job Title:** Veteran's Service Officer

**Salary**

**Department:** Veterans Office

**FLSA Status:** Exempt

**Location:** 804 Wendt Street, Bellville, Texas

\*Applications will be accepted until the position is filled.

\* Please submit all applications AND resumes to [DiannaG@AustinCounty.com](mailto:DiannaG@AustinCounty.com), or you may drop them off at the Austin County Courthouse, Judge Lapham's Office.

Austin County is currently seeking a part time Veteran's Service Officer to assist the veterans of Austin County.

### **SUMMARY**

Counsel, advise, and assist Veterans and their dependents in obtaining benefits provided for them by County, State, and Federal Law. VSO acts as an advocate and case manager for Veterans in need of such services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The VSO is responsible for advising Veterans and their dependents of the various types of benefits that are available to them from the State, County, Federal and other local agencies. Assistance is provided in obtaining and coordinating benefits to assure maximum benefits to clients. This position is performed under the general supervision of the Austin County Judge.

### **Duties and Responsibilities**

1. Conducts interviews of Veterans and/or their dependents and widows and advises them of their rights under Veterans benefits acts.
2. Provides referrals to other agencies to help meet the needs of the clients that cannot be met by the Veterans benefits act.
3. Monitors the progress of such referrals to ensure services are coordinated and received.
4. Aids Veterans and dependents in the preparation and follow-up of applications for State and Federal benefits including home loans.

5. Aids Veterans and dependents in accessing all Social Services within the community and the region.
6. Aids and/or files claims for Veterans' benefits. Monitors all claims filed to assure compliance with all State and Federal law.
7. Establishes and maintains client files.
8. Develops and maintains professional relationships with local agencies serving Veterans.
9. Maintains current Veterans publications such as Federal, State and County information and instructions and resource material on V.A. Medical Centers, outpatient clinics and their programs.
10. Composes correspondence regarding inquiries on other Veterans related matters.
11. Conducts an outreach program to provide services to Veterans and their dependents that live in outlying areas of Wilson County.
12. Other duties as assigned.

### **EDUCATION AND EXPERIENCE**

The VSO must be a current Accredited Representative as prescribed by the Code of Federal Regulations 14.629(a)(1)(i)(ii), VSO must have the ability to obtain certification/accreditation within a minimal timeframe. Associates of Science or Bachelors of Science coupled with minimum two years of on-the-job experience or higher education and one-year experience with a government or private agency that involves working in close contact with the public; or any combination of experience and training which demonstrates the ability to perform the above duties.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid Texas Driver's license; safe driving record.

*Austin County is an Equal Opportunity Employer*