

## McCulloch County Veteran Services Officer

### Job Description

McCulloch County is seeking to hire a Veteran Services Officer. This position is responsible for providing advocacy and assistance to McCulloch County veterans and their dependents regarding state and federal veteran's benefits. The Officer will have a strong desire to implement strategies to make all veterans needs met through referrals to the proper resources. The Officer will oversee the daily operations of the office while staying within the current annual budget and have the ability to prepare future budgets. The Officer must demonstrate excellent interpersonal communication skills and interact with the community in a professional and respectful manner at all times. This is a part-time position (twenty hours per week) paid at the rate of \$843.09 per month.

### RESPONSIBILITIES:

- The Veteran Services Officer is overseen by the McCulloch Commissioners Court and shall work with each person of the Court in a professional manner and provide reports as requested.
- Investigates eligibility for a variety of veteran's benefits.
- Counsels and assists veterans in filing benefit claims.
- Acts as a liaison between veterans and government agencies.
- Develops and implements emergency assistance for indigent and incapacitated veterans.
- Must be able to work nontraditional hours with the possibility of Saturday hours.
- Informs the Judge or commissioners of any needed maintenance /repairs of the office and office related equipment.
- Attend annual Texas Veterans Commission conferences, workshops or online training seminars to maintain CEU and annual testing requirements for mandatory Accreditation status.
- Maintain confidentiality of records as required by law.
- Proficiently use office equipment such as computer, telephones, copier, scanner, and fax.

### MINIMUM REQUIREMENTS / QUALIFICATIONS:

- College Degree or 1 to 2 years of experience in both clerical office and Veteran's benefits counseling which includes knowledge of laws, rules and regulation applicable to the processing of Veteran's claims. Prefer applicant with knowledge of medical terminology and medical conditions.
- At least 18 years old.
- Consent to and pass criminal background check.
- Must have a valid Texas Driver License and personal vehicle to drive to client appointments, nursing home visits and to attend local and out of county meetings.
- Must be able to pass the Department of VA Federal Background investigation for VA Accreditation and access to the Veterans Benefits computer system.
- Must pass the annual privacy online courses required by the Department of VA.
- Must provide written documents such as DD-214 with honorable discharge and service-connected disability rating letters; or other documents that meet the criteria outlined in Chapter 434 Veterans Assistance Agencies, Sub Chapter B. Veterans County Service Offices, Sec. 434.033. Officers.

**SPECIAL REQUIREMENTS:**

- *Additional required qualifications per the Texas Government Code:*

**CHAPTER 434 VETERANS ASSISTANCE AGENCIES  
SUBCHAPTER B. VETERANS COUNTY SERVICE OFFICES  
§ 434.033. OFFICERS.**

- (a) A commissioner's court that maintains and operates an office shall appoint a veterans county service officer and the number of assistant veterans county service officers that it considers necessary.*
- (b) To be appointed as an officer a person must:*
  - (1) be qualified by education and training for the duties of the office and;*
  - (2) be experienced in the law, regulations, and rulings of the United States Department of Veterans Affairs controlling cases that come before the commission;*
- (b-1) In appointing an officer, the commissioner's court shall give preference to a veteran who qualifies for a veteran's employment preference under Chapter 657. A commissioner's court shall adopt and implement a county policy to give preference in appointing officers to veterans.*
- (c) Repealed by Acts 2019, 86<sup>th</sup> Leg., R.S., Ch. 593 (S.B. 601), Sec. 9, effective September 1, 2019.*
- (d) An officer services at the pleasure of the commissioner's court.*