



# Delta County, Texas Employment Opportunity

## **Job Posting Notice**

**Posting Date:** April 1, 2024

**Closing Date:** Until Filled

## **Interested persons shall submit or deliver their application to the following address:**

County Judge's Office, Delta County Courthouse, 200 West Dallas Avenue, Cooper, Texas, 75432

**POSITION:** Veterans Service Officer (VSO)

**COMPENSATION:** Negotiable, volunteer capacity preferred.

**BENEFITS:** TCDRS Retirement

**EMPLOYMENT STATUS:** Non-Exempt

**SUPERVISOR:** Commissioners Court

**WORK HOURS:** As needed, or as otherwise assigned.

## **DETAILS:**

Under general direction and in accordance with Texas Government Code, Chapter 434, provides aid to Delta County residents who served in the armed forces or nurses corps of the United States, their orphans and dependents, to prepare, submit, and present any claim against the United States or a state for benefits to which the person may be entitled under United States or state law.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensures all benefit entitlements are made available to Delta County veterans, dependents, and survivors.
- Performs interviews to obtain case facts; requests and obtains official documents; and researches records.
- Provides counseling and assistance in obtaining rights, benefits, and entitlements; explains benefits; and makes referrals for other services to other agencies.
- Files claims and claim appeals; represents claimants during appeals hearings; and defeats all unjust claims that come to the officer's attention.
- Coordinates benefits with other governmental agencies.
- Prepares and submits correspondence to state and federal officials on veterans' affairs.
- Prepares and maintains case files; tracks progress and statistics of claims and other pertinent information.
- Transports veterans to hospitals, clinics, and pharmacies.
- Prepares and presents material and information by print and public speaking on topics relating to veterans' services; attends a variety of events to outreach to veterans.
- Interacts with service providers such as physicians, attorneys, and nursing homes in matters related to veterans' benefits and care.
- Prepares annual department budget.
- Prepares periodic activity and status reports.
- Supervises, trains, and provides direction to all County Veterans Service Officer staff.

- Other duties as assigned.

### **REQUIRED SKILLS AND ABILITIES:**

- Skill in management practices, including budget preparation and monitoring, in supervising and training staff, and in coordination all functions of the department.
- Skill in performing duties to ensure the provision of benefits to veterans.
- Skill in researching veterans' records and assisting with the securing and coordination of benefits.
- Skill in representing veterans, their family members, or other eligible dependents during appeals hearings.
- Skill in reading, understanding, and interpreting laws and regulations related to veterans' benefits.
- Skill in researching and identifying external and alternate funding sources.
- Skill in operating standard office equipment, such as personal computers, typewriters, calculators, and telephones.
- Skill in establishing and maintaining effective working relationships with supervisors, co-workers, vendors, outside agencies, and the public.
- Skill in preparing and presenting information, both in writing and verbally, to teach, train, inform, and encourage a variety of audiences.
- Skill in identifying and using existing technology to obtain and deliver the highest level of service to Delta County veterans.
- Communicate effectively both verbally and in writing with other County employees.
- Perform work independently with a minimal amount of supervision.
- Effectively deal with the public and co-workers in a professional and positive manner consistent with the requirements of being a public servant.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to pass a pre-employment drug screening.

### **EDUCATION AND EXPERIENCE:**

- Must meet all requirements as set forth in Texas Government Code, Chapter 434.
- High School or GED as a minimum.
- A minimum of one year's experience in an area of business management or community and social services is desirable.
- Experience in veterans benefits services or other veterans services preferred.
- Training and certification as required for all County Veterans Service Officers or must be able to acquire after employment; required within one-year of appointment.

### **ESSENTIAL PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to

- use his/her hands to finger, handle, or feel;
- reach with hands and arms;
- talk or hear.
- occasionally stand and walk, kneel or stoop
- occasionally lift and/or move up to 25 pounds.

- Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.