

Colorado County is accepting applications for the position of County Veterans Service Officer. Applications are available at the office of the Colorado County Judge, 400 Spring St., Room 107, Columbus, Texas or on the County website: <http://www.co.colorado.tx.us>. Please submit applications and resumes to the County Judge's Office, 400 Spring St., Room 107, Columbus, Texas 78934 by closing date on September 20, 2021 at 5:00 p.m.

JOB DESCRIPTION

JOB TITLE: VETERANS SERVICE OFFICER- the position is part-time 20 hours a week

DEPARTMENT: VETERANS SERVICE OFFICER

The Veterans Service Officer serves at the pleasure of the Commissioners Court

DEFINITION

The primary responsibility of the Veterans Service Officer is to serve all veterans and their families with dignity, compassion and respect by providing prompt and courteous assistance in preparing, submitting and presenting all claims for benefits to which they may be entitled and serve as their principal advocate on veterans issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Veteran's Service Officer should:

- Perform field office work and itinerant service by assisting veterans and their dependents in securing benefits from federal and state agencies.
- Interview veterans and dependents and determine their potential eligibility for benefits under existing laws.
- Prepare and present claims for benefits.
- Assist in developing appeal cases resulting from unfavorable decisions by the United States Department of Veterans Affairs.
- File claims with various state and federal agencies
- Inform veterans and their dependents of their pension, compensation, educational, vocational rehabilitation and other rights and benefits.
- Assist in planning Veterans Celebrations, i.e., Veterans Day, Memorial Day, etc.
- Make presentations regarding Veterans benefits to various Veterans organizations.
- Visit Posts in the County i.e., American Legion, Veterans of Foreign Wars, Vietnam Veterans, etc.

QUALIFICATIONS

To be appointed as a Veterans Service Officer, a person must:

1. be a resident of Colorado County;

2. have a valid Texas Driver's license;
3. have reliable transportation; and
4. satisfy one of the following:
 - served on active duty in a branch of the armed forces of the United States for at least four months or have a service-connected disability and been honorably discharged
 - a widowed Gold Star Mother
 - an unmarried widow of a serviceman or veteran whose death was service connected.

REQUIRED SKILLS AND ABILITIES:

- All Service Officers must complete job specific course work and achieve certification as required by the Texas Veterans Commission within one year of employment and maintain certification on an annual basis.
- Basic computer skills
- Work independently
- Time organization
- Public speaking
- Communication, orally and in writing
- Follow up on applications and with interested parties
- Networking with organizations that can assist in carrying out the VSO duties.