

Waller County Veteran Services Officer

Job Description

JOB SUMMARY: The Waller County Veterans Service Officer is responsible for assisting veterans and/or their dependents and survivors in obtaining entitled benefits from the U.S. Department of Veteran Affairs and the State of Texas.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Advises veterans, veterans' survivors and their dependents of their rights under Military Service Benefits Acts and other relevant legislation.
- Assists veterans in recording military records with County Clerk and with obtaining replacement records, medals, and other military decorations and awards.
- Interviews veterans and their dependents to obtain a comprehensive case history for determination of eligibility for aid and benefits.
- Reviews and files claims for veterans benefits on behalf of the applicant(s).
- Assists veterans and dependents in preparing applications for state and federal benefits, including home loans. Provides support in obtaining official documents needed to support and file applications.
- Provides guidance on veteran related issues to policy-making officials; assists Commissioner's Court with any veteran related policy issues and implements initiatives assigned to the Veteran Services Office.
- Coordinates with Appraisal District on applications for property tax exemptions for eligible applicants.
- Assists Grants Manager in obtaining state and federal grant funds.
- Assists in planning veteran celebrations such as Veteran's Day or Memorial Day.
- Performs any and all duties as assigned by Commissioner's Court.

REQUIRED EDUCATION AND EXPERIENCE

- 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
- Obtain certification as a Texas Veteran Service Officer within six months of employment.

COMPENSATION

- Part time position, working no more than 28 hours per week.
- Salary commensurate with experience, between \$25.54-\$26.31.