

NOTICE OF JOB OPENING

VETERAN SERVICE OFFICER

Position:

Veteran Service Officer

Position is Part-Time, 2 Days Per Week

Work Location: Split schedule between Cameron and Rockdale

Requirements:

Applicants will be responsible for handling a wide variety of duties.

General office/computer skills including MS Office and able to process multiple financial documents. Good communication skills with employees and the public. Requires knowledge necessary to understand basic operational, technical, and office process. Must have the ability to read and comprehend legal documents and correspondence.

Minimum high school diploma or equivalent.

Job Summary:

The position of Veterans Service Officer is an appointment by the Milam County Commissioner's Court and operates in accordance with Texas Government Code, Subchapter B, Section 434.031 and the general direction of the laws rules and regulations of the Department of Veterans Affairs (Title 38). Conducts benefits counseling; advises veterans, surviving spouses and eligible dependents regarding federal and state benefits for which they are entitled. Prepares, presents, and pursues disability compensation and financial assistance claims, with supporting evidence, designed to obtain the maximum benefits for Milam County veterans, surviving spouses and eligible dependents.

Pay:

Pay will be based on qualifications and discussed upon interview.

Applications:

Applications are available for pick-up and return at the Milam County Human Resources Office, located at 103 West Main, Cameron, Texas 76520.

Milam County is an Equal Opportunity Employer.

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