

**Llano County
Employment Opportunity
County Judge
Veteran Service Officer – Part-time \$18.00/hr.**

The Llano County Judge's office is seeking candidates for the part-time position (24 hours per week) of Veteran Service Officer, under the direction of the County Judge, to direct overall operations of the Veterans Service Office. Duties include, but not limited to, provide information and assistance, assist with filing of claims and perform all other services necessary to represent all veterans, widows, and dependents residing in Llano County who are eligible for benefits and entitlements under Title 38, U.S. Code.

Other requirements to include, but not limited to, regular and predictable attendance, knowledge of federal and state laws relevant to veterans' benefits and computer systems relevant to the Texas and Federal veterans' programs and services. Extensive knowledge and thorough understanding of human services as well as all aspects of veteran's benefits and entitlements, usually obtained by formal education, specialized and on-the-job training. Candidates must have management and supervisory principles, practices and techniques; budget preparation and administration procedures, service in active duty within a branch of the armed forces of the United States with honorable discharge preferred, certification from the Texas Veterans Commission and the County Service Officers Association of Texas, and at least five years of related job experience, including supervisory/management experience.

Job Location: Llano County Courthouse, 801 Ford St., Llano, Texas 78643

Job open: until filled

Benefits include: Retirement

Back ground check is required

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: lisa.otto@co.llano.tx.us.

For questions, please call the Llano County Human Resources Department @ 325-247-3009.

Llano County is an Equal Opportunity Employer

Llano County Human Resources
Posted 11/15/2024

Llano County Job Description

Job Title: Veteran Service Officer

Base: Part Time

FLSA: Non-Exempt

Department: County Judge

EEO: 04

Reports To: County Judge

Summary:

Directs overall operations of the Veterans Service Office, which functions to provide information and assistance, assist with filing of claims and perform all other services necessary to represent all veterans, widows, and dependents residing in Llano County who are eligible for benefits and entitlements under Title 38, U.S. Code.

Essential Functions:

- Plans, directs, and supervises all facets of the Veterans Service Office.
- Assists veterans, their dependents, and/or their survivors with claims or assistance for benefits from the U.S. Department of Veterans affairs in a timely manner.
- Assists clients, dependents, and survivors with requests for claims, nursing home care, and funeral/cemetery privileges; provides counseling and advice to all veterans seeking such service.
- Serves as the administrative and public relations liaison for veterans, veterans dependents, and veterans' survivors, within Llano County.
- Represents the County and serves as guest speaker for ceremonial/patriotic events honoring veterans; and makes field visits to disabled veterans.

Other Duties and Responsibilities:

- Performs other duties as assigned.
- Regular and predictable attendance is an essential function of this position.

Knowledge, Skills and Abilities:

- Knowledge of federal and state laws relevant to veterans' benefits.
- Computer systems relevant to the Texas and Federal veterans' programs and services.
- Extensive knowledge and thorough understanding of human services as well as all aspects of veteran's benefits and entitlements, usually obtained by formal education, specialized and on-the-job training.
- Management and supervisory principles, practices and techniques; budget preparation and administration procedures.

Requirements and Certifications:

- **Service in active duty within a branch of the armed forces of the United States with honorable discharge preferred.**
- Certification from the Texas Veterans Commission and the County Service Officers Association of Texas.
- Must pass a criminal background check

- At least five years of related job experience, including supervisory/management experience.
- Demonstrate regular and reliable attendance
- Maintain strict confidentiality
- A valid Texas Drivers' License

Working Conditions and Physical Demands:

- Work under stressful conditions at times
- Noise level is low to moderate
- Sitting and or standing for long periods of time

This job description does not constitute an employment agreement between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Llano County for the position of _____ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

Employee's Signature

Date