

**CASS COUNTY, TEXAS
POSITION VACANCY
PLEASE POST**

Job Title: Assistant Veteran Service Officer (AVSO) – Financial Coach		Job Announcement Number: VSO 24-0001	
Department: County Judge	Salary: DOE	Position Type: Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
Additional Position Information: FLSA Non-Exempt <u>This position is fully funded through the Texas Veteran’s Commission grant and should that funding cease, the position will be eliminated.</u>			
POSITION DESCRIPTION			
Summary Statement of Work Performed: Provide one-on-one financial coaching with veterans facing financial hardship; administer Texas Veterans Commission (TVC) direct financial support to veterans’ grant; coordinate with county offices and outside agencies to connect veterans with services. Serve as primary veteran liaison, benefits navigator, and financial coach to Cass County Veterans to ensure veterans, surviving spouses, and dependents have the assistance they need; assists in preparing and filing applications for financial assistance; enters veteran information into applicable administrative databases; ensures compliance with grant requirements to ensure the county is reimbursed; conducts and promotes veterans’ benefits outreach related to the financial assistance grant. Position requires significant communication with the public and veteran community of Cass County.			
POSITION SPECIFICATIONS			
Education: Minimum High School Diploma GED; post-secondary certification or degree preferred.			
Personal Job-Related Skills: personal computer, Microsoft word office suite, cell phone, telephone, copy machine, and other general office equipment as needed. Ability to communicate both verbally and in writing required. Ability to prepare and present information to veteran and community groups to support outreach efforts.			
Licensure, Registry or Certification: none required			
Prior Work Experience: Must be honorably discharged veteran to be eligible for this position. Service members continuing to serve in the national guard or reserve are encouraged to apply. Prior work experience in social work, financial stewardship, or education preferred.			
Physical and Mental Requirements: Office work is primarily sedentary; duties require frequent walking, etc.; prolonged sitting at desk; occasional lifting and carrying objects weighing up to 25 lbs., such as storage boxes, supplies, and equipment.			
An official Cass County Application must be received by Cass County Treasurer Melissa Shores, 2nd Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX or email mshores@casscountytexas.org		HOW TO MAKE APPLICATION For An Application Contact: Cass County Treasurer PO Box 152- Linden, TX 75563 2nd Floor, Cass County Law Enforcement and Justice Center or Go to www.co.cass.tx.us; County Offices; Treasurer to print out an application from the County website.	
Until Filled		EQUAL OPPORTUNITY EMPLOYER Auxiliary aids and services are available upon request to individuals with disabilities.	
Resumes without an application form will not be accepted			