

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

Job Title: Assistant Veterans Service Officer (AVSO)-H4TX Coordinator		Job Announcement Number: VSO25-0001	
Department: Veterans Services Office	Salary: DOE	Position Type: Full Time: <input checked="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 Veterans Commission grant and should that funding cease, the position will be eliminated.</u>			
POSITION DESCRIPTION			
Summary Statement of Work Performed: Provide in-person meetings to determine eligibility and need for participation in the Texas Veterans Commission (TVC) Housing for Texas Hero's (H4TX) Grant; coordinate with county offices and outside agencies to connect veterans with services. Serve as a primary veteran liaison and benefits navigator to Cass County Veterans to ensure veterans, surviving spouses and dependents have the assistance they need; assists in preparing filing applications for the TVC administered H4TX program; 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 Cass County Veterans Service Office. Position requires significant communication with the public and veteran community of Cass County.			
POSITION SPECIFICATIONS			
Education: High School Diploma or GED			
Personal Job-Related Skills: Computer, cell phone, telephone, copy machine, and other general office equipment as needed. Understanding of construction techniques and the ability to determine the necessity of construction work to be completed. Ability to communicate both orally and in writing. Ability to prepare and present information to veteran and community groups to support outreach efforts.			
Experience: Must have served on active duty in a branch of the armed forces of the United States. Served for at least four months or have a service-connected disability; and been honorably discharged. Prior work experience in construction or related fields preferred.			
Physical and Mental Requirements: Will be required to do field work, doing home visits. Will be climbing ladders, crawling and lifting to determine work to be performed, as well as perform office duties. Office work is primarily sedentary; duties require frequent walking within courthouse to deliver/retrieve paperwork; etc.; occasional prolonged sitting at desk; occasional lifting and carrying objects weighing up to 25 lbs., such as storage boxes, supplies, and equipment.			
Until Filled		HOW TO MAKE APPLICATION	
An official Cass County Application must be received by Cass County Treasurer Melissa Shores, 2 nd Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX or email to mshores@casscountytexas.org		For An Application Contact: Cass County Treasurer PO Box 152- Linden, TX 75563 2 nd 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.	
Resumes without an application form will not be accepted		EQUAL OPPORTUNITY EMPLOYER Auxiliary aids and services are available upon request to individuals with disabilities.	