

**SUBMIT APPLICATION TO:****HUMAN RESOURCES**

200 W Houston St, Room 328

Marshall, TX 75670

903-923-4018 Office

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hrassist@co.harrison.tx.uswww.harrisoncountytexas.gov**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT****POSITION: VETERANS SERVICE OFFICER****DEPARTMENT:** Veterans Office**DATE POSTED:** January 7, 2026**CLOSING DATE:** OPEN UNTIL FILLED**HIRING SALARY:** \$19.86 per hour**POSITION OVERVIEW**

Coordinates the delivery of services to the County's veteran population; assists veterans in preparing benefits claims/appeals; educates and counsels veterans, dependents and/or survivors regarding available benefits, and performs related administrative and other duties as apparent and/or assigned.

EDUCATION/EXPERIENCE

High school diploma/equivalent, working knowledge of standard computer programs/applications, and minimum 1 year experience collecting, reviewing, and processing applications, documents and/or other information required. **Must be an honorably discharged veteran;** extensive knowledge and work experience filing benefits claims with the Department of Veterans affairs or similar governmental entity may be considered. Must have a public service attitude, demonstrate empathy and interact in a courteous and professional manner with a diverse population, officials from various agencies, county staff and the general public.

LICENSE / CERTIFICATION

Valid Texas Driver's License and acceptable driving record required. Must complete course work and achieve certification as required by the Texas Veterans Commission within 1 year of employment.

ADDITIONAL INFORMATION

Must successfully complete background check, post-offer drug screen, physical condition evaluation and/or other testing in accordance with Harrison County policy and/or as authorized by law.

Benefits: Medical/Dental/Vision
Vacation/Holiday/Sick Leave
TCDRS Retirement and optional 457 retirement

Hours of work: Day shift / 40 hours per week

HARRISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

