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| Job Title: | Assistant Veterans Service Officer | | Department: | Veteran’s Office |
| Level/Salary Range: | Up to $20.43/hr | | Position Type: | Full-Time |
| Supervisor | Judge Brandon Bell | | Date posted: | 1/16/2025 |
|  |  | | Posting Expires: | 1/24/2025 |
| Lamar County is an Equal Opportunity Employer  Persons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County Auditor’s Office at 903-737-2486 to request assistance. | | | | |
| Applications can be picked up at the Auditor’s Office or on the website. | | | | |
| E-mail:  lamarcohr@co.lamar.tx.us  Subject Line:  Veteran’s Office Assistant | | Mail:  Lamar County Auditor’s Office  Attn: Job Opportunity  119 N Main Room B05  Paris, TX 75460 | | |
| Job Description | | | | |
| Role and Responsibilities   * Assisting veterans, surviving spouses and family members in person and other forms of communication to assist in all aspects of obtaining earned benefits from multiple agencies. * Regular attendance and timeliness at the worksite is required. * Perform reception duties in an efficient, professional and courteous manner. * Ability to multi-task, work independently and find solutions to complex situations. * Operate a variety of standard office machines, including a personal computer and a variety of computer software, phone, fax, calculator, shredding machine and photocopy machine. * File data and perform other routine clerical tasks as assigned. * Provides consultation to individuals, veterans service organizations, social service agencies and commissioners court on Veterans affairs entitlements. * Files claims for compensation and pension with the department of Veterans affairs. * Coordinate with and consult various social service agencies to ensure the appropriate interface with the VCSO. Provide information and referral service to veterans and/or their families. * Represent Lamar County at commemorative events. * Assist other service officers with complex issues for compliance with federal, state and county statues. * Make presentations to various veteran groups and civic organizations on Veterans entitlements. * Services veterans and/or their survivors to prevent exploitation by other persons or agencies. * Analyze workload, measure and allocate resources to accomplish the mission. * Provide supervision and direction for office staff * Order and maintain relevant office supplies for effectiveness of office   **Qualifications and Education Requirements**   * Graduation from accredited high school with preferably an Associate Degree or two (2) years’ experience. * Background with knowledge of Veteran’s services. * Must have general computer skills, word processing skills, type 50 wpm and be willing to take typing test * Proficient in communication and comprehension skills with the ability to deal efficiently with the public * Ability to organize and produce large volumes of work in a timely manner | | | | |