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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 EmployerPersons 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.usSubject Line:Veteran’s Office Assistant | Mail:Lamar County Auditor’s OfficeAttn: Job Opportunity119 N Main Room B05Paris, 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
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