

County of Lamar Paris, TX

Job Title:	Assistant Veterans Service Officer	Department:	Veteran's Office
Level/Salary Range:	Up to \$22.69	Position Type:	Full-Time
Supervisor	Judge Brandon Bell	Date posted:	
		Posting Expires:	Until filled

Lamar County is an Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County HR 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 HR Attn: Job Opportunity 119 N Main Room 110 Paris, TX 75460
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Job Description

This role is an excellent opportunity for a dedicated individual to make a meaningful impact in the lives of Veterans and their families while contributing to the growth and success of the Lamar County Veterans Office and Lamar County as a whole. Veterans are encouraged to apply.

Role and Responsibilities

- Regular attendance and timeliness at the worksite is required.
- Work in conjunction with the Director of Veterans Services to manage the daily operations of the VSO office, including scheduling appointments, managing files, and handling correspondence. As well as planning Veteran events and coordinating Veteran outreach at local events.
- 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 services 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 statutes.
- 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.

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- Order and maintain relevant office supplies for effectiveness of office.
- 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.
- Performs other job-related duties as assigned by the Department Head.

Qualifications and Education Requirements

- High school diploma or equivalent required
- Background with knowledge of Veteran's services
- Must be a Lamar County resident
- Must be able to pass drug screening and a Background check
- Must have general computer skills, word processing skills, type 50 wpm and be willing to take typing test
- Strong interpersonal and communication skills, with the ability to work compassionately and effectively with veterans and their families
- Ability to organize and produce large volumes of work in a timely manner
- Ability to handle complex and sensitive information
- All Service Officers must complete job specific course work and achieve certification as required by the Texas Veterans Commission within one year of employment and maintain certification on an annual basis.