

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

<b>Job Title:</b> Veterans Service Officer		<b>Job Announcement Number:</b> VSO 18-0001	
<b>Department:</b> Veterans Service Department	<b>Salary:</b> DOE	<b>Position Type:</b> Full Time: <input type="checkbox"/> Part Time: <input checked="" type="checkbox"/> Temporary: <input type="checkbox"/>	
<b>Additional Position Information:</b> FLSA Non-Exempt			

<b>POSITION DESCRIPTION</b>
<b>Summary Statement of Work Performed:</b> An officer shall aid any county resident who served in the armed forces or nurses corps of the United States, and any orphan or dependent of the person, to prepare, submit, and present any claim against the United States or a state for benefits to which the person may be entitled under United States of state law. The officer shall defeat all unjust claims that come to the officer's attention.
<b>POSITION SPECIFICATIONS</b>
<b>Education:</b> High School Diploma or GED
<b>Personal Job-Related Skills:</b> Personal computer, telephone, copy machine, and other general office equipment as needed.
<b>Licensure, Registry or Certification:</b> Must complete initial training for County Service Officer within the first year and be recertified yearly by the Texas Veterans Commission
<b>Experience:</b>
<ol style="list-style-type: none"> <li>1. <b>Prior Work Experience:</b> 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</li>   <li>2. <b>Technical Training:</b></li> </ol>
<b>Physical and Mental Requirements:</b> 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.

<p>An official Cass County Application must be received by Cass County Treasurer Donna Early, 2<sup>nd</sup> Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX</p> <p style="text-align: center;"><b>Until Filled</b></p>	<p style="text-align: center;"><b>HOW TO MAKE APPLICATION</b></p> <p style="text-align: center;"><b>For An Application Contact:</b> Cass County Treasurer PO Box 152- Linden, TX 75563 2<sup>nd</sup> Floor, Cass County Law Enforcement and Justice Center or Go to <a href="http://www.co.cass.tx.us">www.co.cass.tx.us</a>; County Offices; Treasurer to print out an application from the County website.</p> <p style="text-align: center;"><b>EQUAL OPPORTUNITY EMPLOYER</b></p>
<p style="text-align: center;">Resumes without an application form will not be accepted</p>	<p>Auxiliary aids and services are available upon request to individuals with disabilities.</p>