

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

Job Title: Veterans Service Officer		Job Announcement Number: VSO25-0002	
Department: Veterans Service Department	Salary: DOE	Position Type: Full Time: ☐ Part Time: ☒ Temporary: ☐	
Additional Position Information: FLSA Non-Exempt			
POSITION DESCRIPTION			
Summary Statement of Work Performed: The VSO shall aid any county resident who served in the armed forces 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 or State law. Participates in conferences with veterans' organizations and with federal and state offices on matters affecting the welfare of veteran benefits programs. Maintains current knowledge of state and federal legislation affecting veteran programs. Prepares presentations and assists with community outreach. Acts as the liaison between Veterans and the Veterans Administration. Attends all meetings and trainings, as required. Performs special duties as assigned.			
POSITION SPECIFICATIONS			
Education: High School Diploma or GED Personal Job-Related Skills: Personal computer, telephone, copy machine, and other general office equipment as needed. Licensure, Registry or Certification: Must complete initial training for County Service Officer within the first year and be recertified yearly by the Texas Veterans Commission Experience: 1. Prior Work Experience: Must be a veteran of the armed forces of the United States; Served for at least four months or have a service-connected disability; and been honorably discharged 2. Technical Training: Physical and Mental Requirements: 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.			
An official Cass County Application must be received by Cass County Treasurer Melissa Shores, 2nd Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX or email melissa.shores@casscountytexas.gov Until Filled		HOW TO MAKE APPLICATION For An Application Contact: Cass County Treasurer PO Box 152- Linden, TX 75563 2nd Floor, Cass County Law Enforcement and Justice Center or Go to www.co.cass.tx.us; County Offices; Treasurer to print out an application from the County website.	
Resumes without an application form will not be accepted		EQUAL OPPORTUNITY EMPLOYER Auxiliary aids and services are available upon request to individuals with disabilities.	