

Posting Date: August 5, 2019

NOTICE OF JOB OPENING

NOTICE TO CURRENT EMPLOYEES OF HOUSTON COUNTY

Job Title: Veterans Service Officer

FLSA Status: Exempt

Supervisor: Commissioners Court

Job Summary: Advise, instruct, and counsel veterans and provide assistance in the preparation of claims for various benefits to which they may be entitled. Assistance shall include, but not be limited to, compensation and pension claims, surviving spouse or child Dependency and Indemnity Compensation claims, death and education benefits and medical assistance. *For more details see the Job Description for this position.*

Qualifications: High School Diploma or GED.

Must have a minimum of four months of active duty service in a branch of the United States Armed Forces, or have a service-connected disability, and been honorably discharged.

Must complete initial training for County Veterans Service Officer within the first year and be re-certified yearly by the Texas Veterans Commission.

Special Note: This is a part time position requiring 25 hours per week (Mon-Fri).

Deadline: Any one that meets the qualifications and would like to be considered for this position should obtain an employment application from the County Treasurer's Office and return it to the County Judge's Office no later than 3:00 p.m. on Monday August 19, 2019. Applicants should be available for interviews the week of August 19-23, 2019.

Houston County is an Equal Opportunity Employer