

Mills County Veterans Service Officer (VSO)

Job Description

Provide assistance to veterans (and qualifying spouses) in dealing with the military, Veteran Administration, Texas Veterans Commission or any other governmental agency offering services or assistance to Veterans and their family.

Position is part time and reports to the County Judge. The VSO office is maintained in the American Legion Hall – the County pays rent and covers or reimburses other costs associated with the office.

One or more volunteer assistant VSO's may be recruited by the VSO, subject to approval of the County Judge, to assist in meeting the needs of Veterans, providing medical transportation when necessary and as back up to provide continuity of VSO services.

Given the part time nature of the position, the VSO may simultaneously have other employment with the advance approval of the County Judge provided the nature of the employment is not an inherent conflict with the mission of the VSO and does not interfere with the ability to deliver timely service and access, Factors that weigh in the County's consideration of other employment include:

- Pay status of the VSO and his or her other job (paid, volunteer, full or part time)
- Availability of VSO during his/her outside employment
- Backup (existence and number of assistant VSO's or mutual assistance pacts with neighboring VSO's)

The VSO must have an honorable discharge from any branch of the US armed forces, pass a background check and satisfactorily complete training offered by the Texas Veterans Commission to earn his or her certification within 12 months of employment. The VSO is also expected to complete the training required to achieve VA accreditation within 12 months of employment. Much of the training is web based but for training that is not available on-line, the County will reimburse reasonable training expenses and travel to the extent not funded by the Texas Veterans Commission.

Job Requirements:

- computer literacy including Microsoft Word, Excel and Outlook.
- Communication skills – both oral and written.
- Able to read regulations, administrative rules and solve problems or source answers and assistance independently.
- A valid Texas driver's license and a reliable personal vehicle for travel to training and when necessary travel to or with veterans to obtain services.
- Physically able to make house calls on Veterans which may involve dwellings lacking ramps, pavement and having uneven steps and walks.
- Able to work without supervision - including time management, accuracy and accountability are required and the job has multiple constituencies ranging from the County Judge to the VA/TVC and multiple individual veterans or their spouses.
- Publish and maintain regular office hours at the American Legion although these may be adjusted when necessary to accommodate training, personal matters and individual veterans. Membership in the American Legion is encouraged.
- Monthly written report to the Commissioners Court is required.