

## Kaufman County Job Description

**Job Title:** Veteran's Service Officer  
**Department:** Veteran's Services  
**Location:** Kaufman  
**Supervisor:** Commissioner's Court  
**Open:** October 27, 2016

**FLSA Status:** Non-Exempt  
Full-time  
Salary: \$34,500-\$36,000 including travel  
**Closed:** Until Filled

### **SUMMARY:**

The position assists local veterans, widows of veterans, and dependents of veterans in obtaining benefits to which they are entitled as a result of their military service.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Counsels veterans, veterans' widows, and veterans' dependents regarding federal, state, and local benefits to which they are entitled.
- Assists claimants in the gathering, preparing and submitting of appropriate forms and supporting documents for federal and state benefits.
- Assists claimants in the preparation and submission of appeals following the adjudication of their claims.
- Establishes and maintains lines of communication with local chapters of veterans' service organizations and local media for the dissemination of newly released information concerning veterans' benefits.
- Prepares the annual budget; oversees the expenditure of budget funds; submits related reports.
- Assists veterans in filing requests for corrections and upgrades to military documents.
- Performs other job related duties as directed by supervisor(s).

### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and Experience:**

- Must have a high school diploma (or GED certificate)
- Must be an Honorably Discharged Veteran and able to provide a DD 214 with application

#### **Knowledge, Skills and Abilities:**

- Knowledge of federal, state, and local laws governing veterans' benefits.
- Knowledge of the appropriate forms and supporting documents required for various veterans' programs.
- Knowledge of modern office procedures.
- Knowledge of computers and job-related software programs.
- Ability to communicate clearly both orally and in writing.
- Establish and maintain effective working relationships with veterans, widows,

dependents, county officials and state regional representatives.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; sit; handle or feel objects, tools, or controls; and reach with hands or arms. The employee is occasionally required to climb or balance; stoop; kneel; crouch or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:**

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. Occasionally required to travel to veterans' home, hospital and/or nursing homes. Work outside of the normal office (Monday-Friday 8am to 5pm) is sometimes required to attend workshops, conferences, meetings, or gatherings.

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