

**Llano County
Employment Opportunity
Veterans Service Officer
\$25.00 Hourly**

Llano County is seeking a qualified candidate for Veterans Service Officer. This is a part-time non-exempt position which requires 24-30 hours per week. The main function is to direct overall operations of the Veterans Service office and perform all other services necessary to represent all veterans, widows, and dependents residing in Llano County who are eligible for benefits and entitlements under Title 3, U.S. Code.

Job Location: Llano County Courthouse Annex, 100 W. Sandstone, Llano, Texas

Job open until filled

Back ground check is required

For a full job description and to apply for this position, please go to: www.co.llano.tx.us, job opportunities, county applications. Email applications to: lisa.otto@co.llano.tx.us

Benefits include: Retirement

For questions and inquiries, please call the Llano County Human Resource office
@ 325-247-3009

Llano County is an Equal Opportunity Employer

Posted 04/02/2025

Llano County Job Description

Job Title: Veteran Service Officer

Part Time

FLSA: Non-Exempt

Department: County Judge

EEO: 04

Reports To: County Judge

Summary:

This is a part-time position which requires up to 30 hours per week. Directs overall operations of the Veterans Service Office, which functions to provide information and assistance, assist with filing of claims and perform all other services necessary to represent all veterans, widows, and dependents residing in Llano County who are eligible for benefits and entitlements under Title 38, U.S. Code.

Essential Functions:

- Plans, directs, and supervises all facets of the Veterans Service Office.
- Assists veterans, their dependents, and/or their survivors with claims or assistance for benefits from the U.S. Department of Veterans affairs in a timely manner.
- Assists clients, dependents, and survivors with requests for claims, nursing home care, and funeral/cemetery privileges; provides counseling and advice to all veterans seeking such service.
- Serves as the administrative and public relations liaison for veterans, veterans dependents, and veterans' survivors, within Llano County.
- Represents the County and serves as guest speaker for ceremonial/patriotic events honoring veterans; and makes field visits to disabled veterans.
- Regular and predictable attendance is an essential function of this position.

Other Duties and Responsibilities:

- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of federal and state laws relevant to veterans' benefits.
- Computer systems relevant to the Texas and Federal veterans' programs and services.
- Extensive knowledge and thorough understanding of human services as well as all aspects of veteran's benefits and entitlements, usually obtained by formal education, specialized and on-the-job training.
- Management and supervisory principles, practices and techniques; budget preparation and administration procedures.

Requirements and Certifications:

- **Service in active duty within a branch of the armed forces of the United States with honorable discharge preferred.**
- Certification from the Texas Veterans Commission and the County Service Officers Association of Texas.

- Must pass a criminal background check
- At least five years of related job experience, including supervisory/management experience.
- Demonstrate regular and reliable attendance
- Maintain strict confidentiality
- A valid Texas Drivers' License

Working Conditions and Physical Demands:

- Work under stressful conditions at times
- Noise level is low to moderate
- Sitting and or standing for long periods of time