

**SUBMIT APPLICATION TO:****HUMAN RESOURCES**

200 W Houston St, Room 328

Marshall, TX 75670

903-923-4018 Office

903-935-4800 Fax

hrassist@co.harrison.tx.uswww.harrisoncountytexas.gov**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

POSITION: **VETERANS SERVICE OFFICER**

DEPARTMENT: Veterans Office

DATE POSTED: May 5, 2025

CLOSING DATE: OPEN UNTIL FILLED

HIRING SALARY: **\$19.28 – 19.65 hourly (Depending on qualifications)**

POSITION OVERVIEW

Coordinates the delivery of services to the County's veteran population; assists veterans in preparing benefits claims/appeals; counsels veterans, dependents and/or survivors regarding available benefits, and performs related administrative and other duties as apparent and/or assigned.

EDUCATION/EXPERIENCE

High school diploma/equivalent, working knowledge of standard computer programs/applications, and minimum 1 year experience collecting, reviewing, and processing applications, documents and/or other information required. Honorably discharged veteran and/or experience filing benefits claims with the Department of Veterans affairs or similar governmental entity preferred. Must have a public service attitude and ability to interact in a courteous and professional manner with officials, staff and the general public.

LICENSE / CERTIFICATION

Valid Texas Driver's License and acceptable driving record required. Must complete course work and achieve certification as required by the Texas Veterans Commission within 1 year of employment.

ADDITIONAL INFORMATION

Must successfully complete background check, post-offer drug screen, physical condition evaluation and/or other testing in accordance with Harrison County policy and/or as authorized by law.

Benefits: Medical/Dental/Vision
Vacation/Holiday/Sick Leave
TCDRS Retirement and optional 457 retirement

Hours of work: Day shift / 40 hours per week

HARRISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER