



**LAMPASAS COUNTY, TEXAS
HUMAN RESOURCES OFFICE**

JOB POSTING

Position: Veterans County Service Officer

Hours of Work: Minimum of 1000 hours annually

POSITION DESCRIPTION:

The position of Veterans Service Officer is an appointment by the Lampasas County Commissioner's Court and operates in accordance with Texas Government Code, Subchapter B, Section 434.031 and the general direction of the laws rules and regulations of the Department of Veterans Affairs (Title 38). Conducts benefits counseling; advises veterans, surviving spouses and eligible dependents regarding federal and state benefits for which they are entitled. Prepares, presents and pursues disability compensation and financial assistance claims, with supporting evidence, designed to obtain the maximum benefits for Lampasas County veterans, surviving spouses and eligible dependents.

ESSENTIAL DUTIES:

Advise

- Advises veterans, surviving spouses and eligible dependents regarding various federal and state benefits to include referrals to other agencies for follow-up assistance.
- Reviews military discharges and personnel records for combat related information and character of discharge issues. Advises veterans regarding the discharge review process.

Claims

- Exercise initiative and independent judgment in preparing fully developed claims by obtaining relevant documentation from sources such as National Personnel Records Center, private doctors, and civilian hospitals to include federal, state and local agencies.
- Obtain and review financial documentation to support financial assistance claims for veterans and eligible dependents.
- File and monitor VA claims for death benefits on behalf of the claimant.
- Advise claimants regarding the appeals process on denied claims. Monitor claims that have been certified to the Board of Veterans Appeals in Washington D. C. Provide assistance on claims remanded from the Board of Veterans Appeals. Advise claimants regarding the appeals process at the Court of Veterans Appeals
- Function as an advocate for the claimant by coordinating with other agencies, organizations, and institutions regarding related benefits.

Health Care Advocate

- Obtain and review service personnel records and service treatment records for medical evidence to include supporting statements from persons having knowledge of the veteran's disabilities from wounds, stress, injury, or disease that occurred while in service.
- Assist eligible veterans in obtaining admission and treatment at VA treatment facilities and counseling centers.
- Work with administrators of private nursing homes, assisted living facilities and retirement homes to assist residents with applying for VA benefits.

Liaison

- Communicate with the VA and appointed Service Organization Representatives on behalf of Lampasas County veterans, surviving spouses and eligible dependents.
- Consult regularly with the Texas Veterans Commission (TVC) on interpretation of U. S. Code Title 38, regarding laws, regulations, and policies affecting veterans claims that are represented by TVC or other Accredited Veterans Service Organizations providing claims representation to claimants.

Performs other related duties as required and needed.



LAMPASAS COUNTY, TEXAS HUMAN RESOURCES OFFICE

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Federal, State and local laws relative to veterans affairs including the Health Insurance Portability and Accountability Act (HIPAA).
- Basic office skills and knowledge of computers, fax machines, scanners, copiers and printers are required.
- Writing skills are essential in developing claims, preparing supporting statements, filing appeals, and composing correspondence. The ability to read and comprehend legal and medical correspondence is essential.
- Must be able to communicate clearly and concisely, orally and in writing. Some public speaking may be required.

MINIMUM QUALIFICATIONS:

- Certification/Accreditation as a Veterans Service Officer from a VA accredited Veterans Services Organization.
- Must obtain initial certification training by the Texas Veterans Commission in accordance with Texas Government Code Subchapter B, Section 434.038. Completion of 12 hours of training annually is required to maintain certification/accreditation and for continued appointment to this position.

OBTAIN APPLICATIONS:

Download application online at www.co.lampasas.tx.us under 'Employment Opportunities';
or pick up application in the Human Resources office:
409 S Pecan St. Ste 209; Lampasas, TX 76550

SUBMIT APPLICATIONS TO:

Human Resources Office via email:
human.resources@co.lampasas.tx.us
or drop off in the Human Resources office:
409 S Pecan St. Ste 209; Lampasas, TX 76550

In accordance with Texas Government Code Subchapter B, Section 657.003, hiring preference shall be given to a qualified candidate who is a: Veteran with a service-related disability; A veteran; A veteran's surviving spouse who is not remarried; An orphan of a veteran killed while on active duty.