



## RUNNELS COUNTY JOB POSTING

**POSITION TITLE:** Part Time /Veterans Service Officer

**REPORTS TO:** County Judge

**SALARY & HOURS:** \$12.25 per hour/14 hours per week

**DESCRIPTION OF POSITION:** The Runnels County Veterans Service Office is responsible for informing Armed Forces Veterans, family members and survivors who reside in Runnels County, of the legal Benefits available to them under U. S. Federal and State laws. The Veterans Service Officer performs duties under the technical guidelines established by the Texas Veterans Commission and Federal Law under C.F.R. 38. This position provides counseling and advice about various programs and eligibility requirements; assists in completing forms and other correspondence necessary to file a claim or an appeal; and assists in resolving problems and getting answers to questions about the laws and regulations that govern veterans' benefits.

**ESSENTIAL DUTIES / FUNCTIONS:** Essential duties/functions may include but are not limited to the following areas:

- Counsel Veterans, their family members, and survivors on federal and state veterans' benefits available to them.
- Assist Veterans, their family members and survivors with federal and state Veterans claims.
- Prepare claims, which may include:
  - o Reviewing service treatment records, private medical treatment records and service records.
  - o Conducting medical and legal research.
  - o Types of claims that may be filed: Disability Compensation; Non-Service Connected Pension; Survivor Pension; Burial Benefits; VA Health Care benefits; Education benefits; Home Loans; Property Tax Exemptions; VA Life Insurance; Champ VA Insurance.
- Provide legal assistance to clients when a claim is denied or disputed, and prepare appeal documents.
- File Appeals before the Board of Veterans Appeals.
- Prepares appeals for the correction of military records.
- Respond to Congressional Inquiries. • Review case law regarding court decisions on Veterans Benefits, Department of Defense documents and regulations.
- Review and interpret laws of State and Federal agencies, and the Code of Federal Regulations.
- Assist Retired Military Veterans and their dependents with their retiree benefits and assists with their claims for CRSC (Combat Related Specialty Compensation) and SBP (Survivor Benefit Plan).
- Conduct home, hospital and nursing home visits and interviews to determine qualifying benefits if needed.
- Under the direction of the CVSO, conduct community education events on Veterans' benefits to local Veterans organizations and civic groups.

- Prepare press releases for the local newspaper on new and expanded Veterans benefits and on local events.
- Make referrals to local social services and state agencies to provide additional assistance the Veteran or Surviving Spouse may need.
- Serve as a liaison between local agencies dealing with Veterans' benefits.
- Provide input for the budget of the Veterans Service Office and annual workload reports.
- Attend annual fall and spring Texas Veterans Commission conferences to maintain Certification or Accreditation status.
  - Attend other seminars, conferences, and workshops as needed.
  - Be visible in the community (City/County government, service organizations, civic groups, veterans' organizations).
  - Perform any other task that may be needed.

**Applications may be picked up at:**

Runnels County Judge's Office  
613 Hutchings Avenue, Room 103  
Ballinger, TX 76821

**Or download from:**

Runnels County website – [www.co.runnels.tx.us](http://www.co.runnels.tx.us)  
Employment Opportunities tab

Applications **MUST** be returned by mail or hand delivered to the Runnels County Judge's office.

Deadline to submit application: Open until position is filled.