**Principles Duties and Responsibilities**

Maintains an office in the Leon County Annex I at 113 W. Main 2nd Floor, Centerville, Texas 75833; Office hours are 9AM-4PM on Tuesday

This position requires knowledge of veteran benefits and services, including local, state, and federal laws and legislation. Requires daily contact with the public, and is responsible for the preparation of reports to the Veterans Administration, and assesses specific concerns and provides direction and insight toward the proper agency, department head, or county government office. Individual is responsible for performing a wide variety of clerical, technical, and administrative work in support of the Veterans Services Office. Individual must be at least 18 years of age.

**Job Requirements**

**Education/Training/Experience**

This officer must be a High School graduate with work experience in clerical, rehabilitation, aging, social work and administration, or any equivalent combination of experience and training that would provide the knowledge, skills and abilities required to perform your duties.

**Veteran Experience**

The Veterans Service Officer must be an Honorably Discharged Wartime Veteran, Gold Star Mother, or an unmarried or remarried widow of a serviceman. The Assistant Veterans Service Officer must be the wife or widow of an Honorably Discharged Wartime Serviceman.

**Certificates and Licenses**

The Veterans Service Officer and Assistant Veterans Service Officer must obtain certification of approval by the Veterans Affairs Commission, Article 5786 Title 94, Vernons Statutes.

In addition, the Veterans Service Officer and Assistant Veterans Service Officer must meet training requirements of twelve credit hours for Annual Certification.