

**LAMAR COUNTY VETERANS COUNTY SERVICE OFFICER (VCSO)
JOB DESCRIPTIONS OF VETERAN SERVICE OFFICER****SUMMARY OF FUNCTIONS:**

THE VETERANS COUNTY SERVICE OFFICER (VCSO) PROVIDES CONSULTATION TO COMMISSIONERS COURT ON VETERANS AFFAIRS. THE VCSO PLANS, MANAGES, SUPERVISES AND DIRECTS THE ACCESSION TO A COMPREHENSIVE RANGE OF VETERANS ENTITLEMENTS ADMINISTERED BY THE DEPARTMENT OF VETERANS AFFAIRS, UNDER TITLE 38 OF THE UNITED STATES CODE. SERVES AS A CONSULTANT TO DEPARTMENT DIRECTORS ON MILITARY SERVICE CREDIT.

MANAGEMENT SCOPE:

PROVIDES SUPERVISION TO SECRETARY AND OR ASSISTANT (VCSO) AND ENSURES THE APPROPRIATE INTERFACE OF VCSO ACTIVITIES WITH DEPARTMENTS AND AGENCIES INTRA-AND EXTRAMURAL TO LAMAR COUNTY.

DUTIES AND RESPONSIBILITIES AND COLLATERAL DUTIES:

	% OF TIME	ESSENTIAL (E) OR NON- ESSENTIAL (N)
1. PROVIDES CONSULTATION TO INDIVIDUALS, VETERANS SERVICE ORGANIZATIONS, SOCIAL SERVICE AGENCIES AND COMMISSIONERS COURT ON VETERANS AFFAIRS ENTITLEMENTS	20%	E
2. FILES CLAIMS FOR COMPENSATION AND PENSION WITH THE DEPARTMENT OF VETERANS AFFAIRS	15%	E
3. MONITOR CHANGES IN FEDERAL, STATE, COUNTY AND MUNICIPAL STATUTES WHICH EFFECT VETERANS AND THEIR FAMILIES	10%	E
4. COORDINATE WITH AND CONSULT VARIOUS SOCIAL SERVICE AGENCIES TO ENSURE THE APPROPRIATE INTERFACE WITH THE VCSO. PROVIDE INFORMATION AND REFERRAL SERVICE TO VETERANS AND/OR THEIR FAMILIES	10%	E
5. REPRESENT LAMAR COUNTY AT COMMEMORATIVE events	10%	E
6. ASSIST OTHER SERVICE OFFICERS WITH COMPLEX ISSUES FOR COMPLIANCE WITH FEDERAL, STATE AND COUNTY STATUTES	.05%	E
7. MAKE PRESENTATIONS TO VARIOUS VETERAN GROUPS AND CIVIC ORGANIZATIONS ON VETERANS ENTITLEMENTS	.05%	E
8. SERVES AND LIAISON WITH VETERANS AND/OR THEIR SURVIVORS TO PREVENT		



EXPLOITATION BY OTHER PERSONS OR AGENCIES	.05%	E
9. ASSIST COUNTY EMPLOYEES IN OBTAINING MILITARY SERVICE CREDIT	.05%	E
10. ANALYZE WORKLOAD, MEASURE AND ALLOCATE RESOURCES TO ACCOMPLISH THE MISSION	.05%	E
11. PROVIDE SUPERVISION AND DIRECTION FOR OFFICE STAFF	.05%	E
12. MISCELLANEOUS ADDITIONAL DUTIES	.05%	E

EDUCATION REQUIREMENTS:

HIGH SCHOOL DEPLOMA OR GED, 3 YEARS RELATES EXPERIENCE ALSO ACCEPTED.

SPECIAL REQUIREMENT: HONORABLE DISCHARGED VETERAN AND MUST BE LAMAR COUNTY RESIDENT

ADDITIONAL DUTIES:

LIASON WITH VARIOUS VETERANS ORGANIZATION AND PROVIDING SERVICES TO VETERANS WHO WORK AND CANNOT COME IN DURING NORMAL WORKING HOURS.

LIAISON WITH ALL LOCAL NURSING HOMES AND ASSISTED LIVING UNITS TO ENSURE VETERANS ARE RECEIVING THE BENEFITS THEY ARE ENTITLED.

SALARY: \$19.79 per hour (40 hour week with the office open: Monday-Friday)

This job will be posted from 10/2/18 thru 10/12/18 at 3 pm

Lamar County is an Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County Auditor's Office at 903-737-2486 to request assistance.

Applications can be picked up at the Auditor's Office or on the website.

FAX OR E-MAIL:

903-737-2451 or auditor@co.lamar.tx.us

Subject Line:

Attention: VCSO

MAIL:

Lamar County Auditor's Office

Attn: Jennifer

119 N Main Room B05

Paris, TX 75460

Please see below for statutes regarding VCSO. Please note this is not intended to be an "all inclusive" list.

**SUBCHAPTER B. VETERANS COUNTY SERVICE OFFICES****Sec. 434.031. DEFINITIONS.** In this subchapter:

- (1) "Office" means a Veterans County Service Office created under this subchapter.
- (2) "Officer" means a veterans county service officer or assistant veterans county service officer.
- (3) "Commission" means the Texas Veterans Commission

.Acts 1987, 70th Leg., ch. 147, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 364, Sec. 2, eff. Sept. 1, 1989.

Sec. 434.032. CREATION. (a) In a county with a population of 200,000 or more, the commissioners court shall maintain a veterans county service office. The office must be:

- (1) separate and distinct from other county offices; and
- (2) staffed by at least one full-time employee.

(b) In a county with a population of less than 200,000, the commissioners court, by a majority vote of its full membership, may maintain and operate a veterans county service office if the commissioners court determines that the office is a public necessity to enable county residents who are veterans to promptly, properly, and rightfully obtain benefits to which they are entitled. (V.A.C.S. Art. 5787, Secs.1 (a) (part), (f).) Acts 1987, 70th Leg., ch. 147, Sec. 1, eff. Sept. 1, 1987.

Sec. 434.033. OFFICERS. (a) A commissioners court that maintains and operates an office shall appoint a veterans county service officer and the number of assistant veterans county service officers that it considers necessary.

(b) To be appointed as an officer a person must:

- (1) be qualified by education and training for the duties of the office;
- (2) be experienced in the law, regulations, and rulings of the United States Department of Veterans Affairs controlling cases that come before the commission; and
- (3) have the service experience specified by Subsection (c) or be:

(A) a widowed Gold Star Mother or unmarried widow of a serviceman or veteran whose death resulted from service; or

(B) the spouse of a disabled veteran who has a total disability rating based either on having a service-connected disability with a disability rating of 100 percent or on individual unemployability.

(c) To meet the service experience requirement of Subsection (b)(3) a person must have:

- (1) served on active duty in a branch of the armed forces of the United States;
- (2) served for at least four months or have a service-connected disability; and
- (3) been honorably discharged.

(d) An officer serves at the pleasure of the commissioners court.

Acts 1987, 70th Leg., ch. 147, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 364, Sec. 3, eff. Sept. 1, 1989. Amended by: Acts 2009, 81st Leg., R.S., Ch. 1194, Sec. 1, eff. June 19, 2009.

Sec. 434.034. JOINT EMPLOYMENT. The commissioners courts of any number of contiguous counties, by a majority vote of the full membership of each commissioners court, may agree to jointly establish an office and employ a veterans county service officer. The agreement must stipulate the amount of compensation and travel and other expenses to be paid by each county.

Acts 1987, 70th Leg., ch. 147, Sec. 1, eff. Sept. 1, 1987.

Sec. 434.035. DUTIES. An officer shall aid any county resident who served in the armed forces or nurses corps of the United States, and any orphan or dependent of the person, to prepare, submit, and present any claim against the United States or a state for benefits to which the person may be entitled under United States or state law. The officer shall defeat all unjust claims that come to the officer's attention. Acts 1987, 70th Leg., ch. 147, Sec. 1, eff. Sept. 1, 1987.**Sec. 434.036. PROHIBITIONS.** (a) An officer may not charge a fee or permit the payment of a fee by an applicant to a third person for services the officer renders under this subchapter.

(b) An officer may not seek to influence the execution of a power of attorney to one national service organization over that of another.

Acts 1987, 70th Leg., ch. 147, Sec. 1, eff. Sept. 1, 1987.

Sec. 434.037. ACCESS TO RECORDS. A state eleemosynary or penal institution shall give an officer access to its records to enable the officer to determine the status of a person confined in the institution relating to a benefit to which the person may be entitled. Access to records of a penal institution is governed by rules of the Texas Department of Criminal Justice. Acts 1987, 70th Leg., ch. 147, Sec. 1, eff. Sept. 1, 1987. Amended by: Acts 2009, 81st Leg., R.S., Ch. 87, Sec. 25.070, eff. September 1, 2009.**Sec. 434.038. TRAINING AND CERTIFICATION.** (a) An officer shall, within the time after the date of the officer's appointment that the commission prescribes, complete a course of initial training provided by the Texas Veterans Commission. The commission shall issue the officer a certificate of training after completion of the initial training course. To maintain certification, the officer shall complete continuing training to the extent required by the commission. An officer must maintain certification to remain in office.

(a-1) The commission shall develop and implement methods for providing training to officers. The methods may include Internet-based seminars, participation through videoconference, cooperation with training provided by the United States Department of Veterans Affairs, and other methods as appropriate.

(b) The commission shall provide, at commission expense, the initial and continuing training required by this section at least once each year.



(c) The commissioners court of an officer's county shall reimburse an officer's travel and lodging expenses incurred in attending commission training unless state funds are appropriated for that purpose. If state funds are appropriated, the commission shall make the reimbursement in the manner prescribed for the reimbursement of these expenses to state employees

(d) The commission shall develop standard course materials, training curriculum, and examinations to be used for county service officer certification and United States Department of Veterans Affairs accreditation. The members of the commission must approve the course materials, training curriculum, and examinations before the commission may distribute the materials and administer examinations.

(e) The commission shall:

(1) maintain course materials and examinations in a central location and provide county service offices and commission field staff with access to the course materials on the commission's Internet website;

(2) regularly update course materials, training curriculum, and examinations after consulting with:

(A) the United States Department of Veterans Affairs to ensure the course materials, training curriculum, and examinations are accurate and meet applicable United States Department of Veterans Affairs requirements; and

(B) accredited county service officers to ensure the materials, training curriculum, and examinations include issues developing at the county level; and

(3) develop a training handbook containing instruction and case studies addressing:

(A) general assistance techniques, including how to provide general information regarding state and federal benefits and referrals for other services and to other agencies, and general information regarding state and federal benefits;

(B) basic counseling approaches for assisting veterans, their family members, and other eligible dependents filing benefit claims;

(C) basic information on United States Department of Veterans Affairs processes and procedures, including how to accurately complete claims and appeals forms and how to support claims;

(D) methods of collecting required documentation and developing claims and appeals;

(E) methods of documenting progress and updating a veteran's, a veteran's family member's, or another eligible dependent's case information;

(F) methods of assisting veterans, their family members, or other eligible dependents in pursuing appeals, including offering case knowledge in appeals hearings; and

(G) methods of representing veterans, their family members, or other eligible dependents during appeals

hearings.

(f) The commission may establish rules to carry out the purposes of this section, including rules regarding carryover of credit for extra course attendance from one year into subsequent years and the anniversary date by which the continuing certification requirement must be met.

Added by Acts 1989, 71st Leg., ch. 364, Sec. 4, eff. Sept. 1, 1989. Amended by: Acts 2007, 80th Leg., R.S., Ch. 1269, Sec. 12, eff. September 1, 2007.