Veterans’ Service Part-time Essential Duties/Expectations

• Clerical duties, including but not limited to: Answering phone, filing, scanning, typing, preparing/receiving mail, ordering supplies and making copies.

• Assist Veterans’ Services Officer with the following: Scheduling appointments, discuss benefits that may be available to applicants, completing appropriate forms, and personnel matters.

• Maintain effective working relationships with Veterans and families, Veterans Administration officials and employees, representatives of other veteran-related organizations and groups and general public.

• Maintain effective working relationships with County officials and employees.

• Ability to work independently.

• Must be able to operate a computer using standard word processing and database software, email and fax.

• Demonstrate proficiency in both oral and written communication.

• Regular and punctual attendance is required

Applications are being accepted until November 28, 2017. Applications may be turned in at the Veteran’s office within the county courthouse. If you have any questions in regards to this position you can call 979-244-7691. Please remember that this is a Part-Time position.