

Job Title: Veterans Service Officer
Department: Veterans Services
Location: Hickman County, Tennessee
Employment Type: Part-Time
Reports To: County Mayor
Salary: \$17.55/Hr

Position Summary:

The Veterans Service Officer (VSO) serves as the primary advocate for military veterans and their families in Hickman County, Tennessee. The VSO assists veterans in obtaining federal, state, and local benefits, including but not limited to compensation, pensions, education, health care, and burial benefits. This position requires a compassionate, organized, and knowledgeable individual who can navigate complex systems and advocate effectively on behalf of veterans.

Essential Duties and Responsibilities:

- Advise and assist veterans and their dependents in applying for federal, state, and local benefits.
- Prepare, submit, and follow up on claims to the U.S. Department of Veterans Affairs (VA).
- Provide guidance on VA healthcare enrollment, disability compensation, pensions, education benefits, and vocational rehabilitation.
- Coordinate with state and federal agencies, community organizations, and veteran service organizations (VSOs) to maximize support for local veterans.
- Maintain up-to-date knowledge of all laws and regulations affecting veteran's benefits.
- Conduct outreach to identify and serve veterans throughout Hickman County.
- Organize and participate in veteran-focused events, including ceremonies, resource fairs, and memorial services.
- Maintain confidential case files, records, and reports.
- Prepare and submit required reports to county and state authorities.

Qualifications:

Required:

- Honorably discharged veteran of the United States Armed Forces.
- High school diploma or equivalent.
- Strong knowledge of veterans' benefits and services.
- Excellent communication, organizational, and interpersonal skills.

- Ability to maintain confidentiality and work with individuals from diverse backgrounds.
- Proficiency with computers and office software (e.g., Microsoft Office, VA systems).

Preferred:

- Prior experience as a Veterans Service Officer or in a related field.
- Completion of VA accreditation training or ability to obtain accreditation within 6 months of hire.
- Associate or Bachelor's degree in a relevant field (e.g., public administration, social work, military studies).

Working Conditions:

- Office-based with occasional travel within and outside of Hickman County.
- May require attendance at evening or weekend events.
- Must be able to lift up to 25 pounds occasionally and perform duties in a standard office environment.

How to Apply:

Submit a cover letter, resume, and DD-214 (showing honorable discharge) to:

Hickman County Mayor's Office
In Regard to Veterans Services
114 N. Central Avenue Suite 204
Centerville, Tennessee 37033

Can be emailed to:

mayor@hickmancountyttn.gov

Subject: Veterans Services

Mayor's Office: 931-729-2492