

**CLAY COUNTY BOARD OF SUPERVISORS
NOTICE OF EMPLOYMENT OPENING**

Position Title: County Veteran Service Officer
Location: Clay County, Mississippi

The Clay County Board of Supervisors is accepting applications for the position of **County Veteran Service Officer (VSO)**. This position provides assistance to veterans, their dependents, and survivors in applying for benefits and services available through the U.S. Department of Veterans Affairs (VA), the State of Mississippi, and other organizations.

Qualifications (per Miss. Code Ann. § 35-3-21)

Applicants must meet one of the following:

- Be an **honorably discharged or honorably released veteran** of any war or police action in which the Armed Forces of the United States have been, are, or shall be committed for action; **OR**
- Be the **surviving spouse or child of a deceased veteran**; **OR**
- Have been employed as a County Veterans Service Officer in any county in Mississippi on or before March 30, 1990.

Certification Requirements

- Must be certified annually by **Mississippi Veterans Affairs (MSVA)**.
- Certification requires:
 - Attendance at least one (1) of the two (2) annual training programs provided each year, and
 - Successful completion of a written examination on the duties and responsibilities of a County Veteran Service Officer and the benefits available to veterans.
- No compensation may be paid unless certification is maintained.

Other Preferred Qualifications

- Knowledge of veteran benefit programs and claims processes.
- Strong communication, organizational, and interpersonal skills.
- Ability to maintain confidentiality and comply with applicable laws.
- Basic computer proficiency (Microsoft Office, email, and online benefit systems).

Education/Experience

- High school diploma or equivalent required; college coursework or degree preferred.
- Prior experience working with veterans, military organizations, or public service is highly desirable.

Compensation

Salary and benefits will be determined by the Clay County Board of Supervisors.

Application Process

Applications may be obtained from and submitted to:

Clay County Board of Supervisors

Human Resources Office

P.O. Box 815

West Point, MS 39773

Or by emailing thodge@claycounty.ms.gov .

Clay County is an Equal Opportunity Employer.