Veterans Certification Assistant

Job Code 00007162

**General Description**
Responsible for verifying the course work of veterans and dependents to fulfill requirements for certification according to federal rules.

**Examples of Duties**
Verify eligibility of Texas Veterans for the Hazlewood Exemption.
Prepare compliance reports.
Monitor Chapter 31 Vocational Rehabilitation records and prepare billing for VA.
Prepare annual Texas Workforce Commission report.
Provide information/forms regarding VA Educational Benefits/Hazlewood Exemptions and Chapter 31 processing.
Process forms and documents.
Delegate processing of outlines and deficiency plans for certification of course work.
Process job applications/interview applicants/recommend hiring.
Process chapter 31 billing at end of each enrollment period.
Prepare University reports, covering inventory, records retention, and hiring.
Prepare memos, letters, and forms.
Process parent-institution forms for students attending supplemental institutions.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**
**Skill in:** Working as a team member on most tasks of jobs; interacting courteously with members of the public; effectively directing the work of others and motivating output; establishing rapport with variety of clients.
**Ability to:** Understand written job instructions and interpret and apply complex legal and technical documents; prepare reports, letters, and government documents; perform basic math.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**

Revised 09/27/2012