

## JOB DESCRIPTION

Job Title: Client Intake Specialist

Reporting to: Veteran Service Officer, Liberty County

Classification: Part-time; Temporary (Grant funded)

Compensation: \$17.30 @ 20 hours per week

Effective Date: November 17, 2023

Probation Period: 90-day

## SUMMARY

Conduct initial interview/intake process for clients seeking assistance and resources.

## REQUIREMENTS

1. Must comprehend and comply with Liberty County Employee Handbook
2. Must possess multitasking, customer service, listening, organizing, and interviewing skills
3. Pass a mandatory pre-employment drug and alcohol screening
4. General knowledge of veteran benefits and military branches
5. Type skills 35 wpm minimum
6. Knowledgeable of Microsoft Office and computer savvy
7. High school Diploma, U.S. Citizen

## DUTIES and RESPONSIBILITIES

1. Schedule new clients' appointments
2. Obtain pertinent information and process paperwork from new clients
3. Effectively communicate with clients and department staff
4. Properly greet clients and maintain a professional image
5. Complete all task according to scheduled monthly requirements
6. Answer and screen inquiry calls and emails from prospective clients
7. Have flexibility to perform additional duties assigned for position.

## APPLICATIONS WILL BE ACCEPTED EFFECTIVE IMMEDIATELY

Please print the application from Liberty County Website at [www.co.liberty.tx.us](http://www.co.liberty.tx.us). Drop off applications at 2103 Cos St. Liberty TX until 11/10/23: otherwise, fax application to 936-253-8220 or 281-593-8499 until 11/10/23.