



"Serving Those Who Served"

WE ARE HIRING

County Veterans Service Officer

We are looking for a career-minded, honorably discharged military veteran (ORC 5901.01) to fill a full-time position as a county veterans service officer and financial assistance manager. Shall be employed in a classified service and will be exempt from civil service examination (ORC 5901.07). Prior experience as a CVSO or in a VSO office not required, but it is helpful. Must be able to analyze problem situations and develop corrective actions; must maintain high level of accuracy in all endeavors. Must be resourceful and use personal initiative. Must have knowledge about medical and legal terminology or have the desire and ability to learn this information.

- Proper English, spelling, grammar, and punctuation
- Business letter writing and basic report preparation
- Modern office procedures and practices including telephone etiquette, Microsoft Office, Excel and Outlook
- Physically able to perform office tasks to include filing, light lifting, and be able to drive for long distances

Send cover letter, detailed resume, a copy of all DD214s, and name/contact information for three professional references to:

Nichole Coleman

Hancock County Veterans Service Office

1100 E Main Cross St, Suite 123 , Findlay OH 45840, or via email at nrcoleman@co.hancock.oh.us

Requirements:

Honorable discharge

Be available outside of normal office hours

Valid driver's license

Service Oriented

Organized

Multi-tasker

Computer literate and proficient with MS Office

Conflict resolution

Ability to focus with distractions

Growth minded

Team Player

Must be able to travel periodically for training

Apply by October 13, 2023 at 2 PM