

WAYNE COUNTY VETERANS SERVICE COMMISSION

Invites applications for:

POSITION: Veterans Service Officer

SALARY: Commensurate with Experience

The Veterans Service Officer advises and assists veterans and their dependents in presenting disability, pension, education, insurance, or death benefits claims to the Department of Veterans Affairs and other government agencies.

ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Must be able to accurately manage and develop multiple claims simultaneously.
- Work involves a high degree of resourcefulness, independent judgement, initiative, and long-range planning.
- The position requires mandatory, continuous learning/training according to VA laws/regulations and claims development, and State of Ohio Veterans Service Commission Training.
- Perform general office duties such as data entry and scanning documents into the Veterans database.
- Track information and prepare reports.
- Ability to multi-task.

MINIMUM QUALIFICATIONS

- Must be a former member of the Armed Forces of the United States.
- Must have received an Honorable discharge at release from active duty (must provide a copy of DD-214 showing character of discharge).
- High school diploma or equivalent.
- Personable with the ability to communicate well with veterans/public.
- Valid State of Ohio Driver's License
- Must pass a required background investigation before employment.
- Must be a member of a Veterans Service organization in Wayne County within 90 days of employment.

PREFERRED SKILL/COMPETENCIES

- Working knowledge of office procedures and equipment.
- Basic knowledge of MS Office.
- Ability to perform meticulous and accurate data entry and calculations.
- Able to work independently with minimal supervision demonstrating sound judgment.
- Ability to maintain confidentiality of sensitive and personal client information.

Normal Working Hours: Monday – Friday; 8:30am – 4:30pm

Employment applications may be picked up at 356 W. North St. lower-level, in Wooster from 8:30am to 4:30pm or downloaded from the Wayne County Ohio website. Applications will be accepted until the position is filled. **The Applicant will serve a six-month (180 day) probation period.**

Wayne County is an Equal Opportunity Employer.