



# HIRING VETERAN SERVICE OFFICER

**REPORTS TO:** Director/CVSO

**HOURS:** 8:00 AM – 4:00 PM (40 hours weekly)

Some weekend and evening events

**SALARY RANGE:** \$

**STATUS:** Classified; Non-Exempt

**DEPARTMENT:** Huron County Veterans Service Office

## **DUTIES:**

- Advise and assist applicants in preparing and presenting claims or obtaining benefits from the Department of Veterans Affairs, State of Ohio, or the Huron County Veterans Service Commission.
- Knowledge of VA regulations regarding various areas of Veteran's benefits and the claim process.
- Confer, advise, prepare and issue requests through the use of Department of Veterans Affairs, State and County offices within the United States of America and in some cases internationally in order to obtain vital records, public documents, such as birth, marriage, divorce and/or death certificates
- Act as a liaison between Veterans and their dependents with other community agencies
- Perform clerical duties relative to job functions, such as filing, typing, scanning, faxing, copying, collecting statistics and data, etc.
- Attend schools with the National, State, and Veterans Service Organizations to maintain required certifications and/or accreditations
- Conduct, review, and investigate applications for financial assistance from eligible veterans, active-duty members of the Armed Forces of the United States, or their dependents in accordance with Title 59, Ohio Revised Code and existing agency policies to ensure all required documents and pertinent information is included with the application prior to approval or submission to the Director and Veterans Service Commissioners.
- Greets clients, answer phones, schedule appointments
- Attend various community/veteran/military functions in support of HCVSO goals and objectives.

**Minimum Qualifications and Requirements for this position are as follows:**

- Must be a Veteran, honorably discharged preferred
- Strong ability to work independently with little supervision
- Proficient in Microsoft Office, Word, and Excel, basic computer skills
- Excellent communication, organizational, and time-management skills
- Ability to interact with people in a positive and courteous manner
- Valid Ohio Driver's License

## **Required Documents include**

Resume, Cover Letter, and Copy of DD214 to be emailed or dropped off to the following address by 02/01/2025:

## **Email:**

[jhamilton@huroncountyvets.com](mailto:jhamilton@huroncountyvets.com)

## **Huron County Veteran Service Office**

**185 Shady Lane Dr., Suite C  
Norwalk, OH 44857**

Contact our office with any additional questions or to see the full job description contact our office.

**Phone:** (419) 668-4150