

TUSCARAWAS COUNTY VETERANS SERVICE OFFICE

P.O. BOX 807 • NEW PHILADELPHIA, OHIO 44663 • PHONE 330-339-1163 • FAX 330-339-1855

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COUNTY VETERANS
SERVICE OFFICER

September 14, 2022

Tuscarawas County Veterans Service Commission has an opening for the following position:

Financial Assistance / Transportation Coordinator

MINIMUM QUALIFICATIONS:

-Preferred – An applicant that served in the Armed forces of the United States on active military duty and was honorably discharged. If no qualifying veteran applies a family member of an honorably discharged veteran will be considered.

-Valid Ohio Driver's License. Must have a good driving record and be able to pass Drug Testing and a Background Check.

-Computer and database knowledge skills.

-Ability to generate and maintain a variety of legal, technical, complex and confidential documents.

-Ability to conduct public presentations/speaking to various communities' groups and veteran organizations.

-Perform clerical duties relative to job function, filing, answering phones, scheduling appointments, to include strong telephone and face to face communications skills.

DUTIES:

The FA/Transportation Coordinator's duties will include completing Financial Assistance applications and to ensure all supporting documents are included in all FA packets. The applicant will need to be proficient at setting up and keeping accurate schedules / logs for transportation. Will need to ensure the VSO vehicles are maintained and drivers are accessible. This position will have many responsibilities and the applicant must be self-motivated, organized, work well with others, be part of the team and must be able to multi-task.

Pay range will be around \$17.00 based on experience.

Please send a resume, completed application and a copy of your DD214 showing character of discharge (for veteran) by October 17 2022 at 4:00PM to:

Tuscarawas County Veterans Service Office
P.O. Box 807
New Philadelphia, Ohio 44663

The application can be downloaded from the Tuscarawas County website under Employment Opportunities / Civil Service applications.