

Job Announcement

Guernsey County Veterans Service Commission
627 Wheeling Ave. Suite 102
Cambridge Ohio 43725
740-432-9295

Position Description

Job Title: County Veterans Service Officer: **Status:** Full Time

Hours: M-F 8:00 a.m. – 4:00 p.m.

Job Summary Purpose:

County Veterans Service Officers provides assistance to eligible veterans and dependents, as defined in Ohio Revised Code Chapter 5901, seeking benefits with the Department of Veterans Affairs, State of Ohio and Guernsey County.

Qualifications and Education Requirements:

- High School graduate or higher.
- Per Ohio Revised Code 5901.07, must be a veteran of the Armed Forces of the United States who received an honorable discharge, as defined in 5901.01. Honorable discharge is required for all periods served. (showing member 2 or 4)
- Valid State of Ohio Driver's License
- Must pass and maintain required background investigation.
- Per Ohio Revised Code 5902-1-5, In order to hold the position of a county veteran's service officer, an individual shall be accredited by ODVS (Ohio Department of Veterans Services) within eighteen months of being hired, which includes passing a written test administered by ODVS and attending a new service officer school.
- Strong interviewing techniques with the ability to communicate effectively both verbally and in writing, along with good computer skills.
- Attend mandatory yearly training (schools) which requires overnight stays
- A CVSO must be able to accurately manage and develop multiple claims simultaneously, including resourcefulness, independent judgment and long range planning. It also requires continuous training in VA law/regulations and claims development.
- Neat professional appearance to properly greet the public and represent the Guernsey County Veterans Service Office.

Resumes need to be submitted by closing (4pm) January 15th, 2021, either by mail or dropped off at the above address or email to droe@guernseycounty.org.