



Medina County Veterans Service Commission

210 Northland Drive – Medina, Ohio 44256

PH: (330) 722-9368 – FAX: (330) 722-9378

E-mail: Veterans@medinacountyveterans.org

Website: www.medinacountyveterans.org

Medina County Veterans Service Office (MCVSO)

County Veterans Service Officer | Position Description-Classified | Full-Time

The Medina County Veterans Service Commission (MCVSC) is seeking a full-time County Veterans Service Officer (CVSO) for the Medina County Veterans Service Office.

SUMMARY

This position works directly for the Medina County Veterans Service Director, Office Manager under the Medina County Veterans Service Commission is responsible for interviewing & counseling veterans and their dependents in matters pertaining to their rights and benefits under various federal, state and county regulations, preparing and processing Veterans Administration forms, records and reports, filing benefit claims, preparing/assembling correspondence, maintaining files and records and assist other agencies and groups by verifying information. This position also is responsible for maintain accreditations with various Veterans organizations in order tile file claims with the Department of Veterans Affairs (VA). You must pass a background check and various requirements for the Department of Veterans Affairs and the Ohio Department of Veterans Services.

******Must be Honorably Discharged Veteran, in accordance with ORC Title 59 ORC.***

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Initiation, preparation, processing of various federal, state and county forms, reports, records and requests for assistance, Preparation and submission of claims to Department of Veterans Affairs or other agencies, coordination and dissemination of Veteran information and legislation to the public, Assists with and implements department policy and procedure as needed, To assist the MCVSC in developing and delivering all benefits and programs required by law (Title 59, ORC) are carried out, To counsel and assist veterans an/or their dependents in securing their entitlement to Department of Veterans Affairs (VA) benefits and prepares and submits benefit claims to appropriate agency on a daily basis, To process immediate financial assistance to qualified applicants and ensure the information is recorded into the appropriate files, To coordinate and disseminate information on County, State, Federal and other veterans programs and benefits, To work in conjunction with County, State and Federal veteran offices as well as various local, state and national veterans' organizations on programs and benefits that assist our veterans and eligible clients, Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule, Participates in informational and training meetings, Provides input to the Director and Veterans Service Commission when required, Participates in required marketing and out-reach activities, Attends meetings, programs, and in-service training as assigned; Maintains current required licenses and certificates, Performs general department duties as assigned, Active participant in local, state and national veteran's organizations.

QUALIFICATIONS

Medina County Veterans Service Office (MCVSO)

County Veterans Service Officer| Position Description-Classified | Full-Time

1. Bachelor's Degree or equivalent from a four-year college; with one-year related experience. Ancillary training; or equivalent combination of education and experience.
2. Associate Degree or equivalent from a two-year college; three years related experience ancillary training or equivalent combination of education and experience.
3. High School Diploma with a minimum of five years related work experience.
4. Work experience in the military or in other settings can be substituted for college degrees.

BENEFITS

Medical Insurance, Retirement Contributions, sick time, paid holidays and vacation earned after 1 year of employment.

Hours 40 per week

Salary \$20 - \$25 per hour based on experience

Send county application with resume and cover letter to:

Medina County Veterans Service Office
210 Northland Dr.
Medina, OH 44256

Email document to

veterans@medinacountyveterans.org

Incomplete applications will not be considered.

Medina County is an Equal Opportunity Employer. All potential candidates must pass a background check and drug screen.