

The Hancock County Veterans Service Office is seeking candidates for a fulltime position as a County Veterans Service Officer (CVSO). Application packet should consist of:

- Cover Letter
- Detailed Resume
- A copy of all DD214s
- Names and Contact Information for three references

Application should be submitted by February 15 to:

Nichole Coleman

Hancock County Veterans Service Office

1100 E Main Cross St, Suite 123

Findlay OH 45840

Or via email at nrcoleman@co.hancock.oh.us

NO PHONE CALL INQUIRIES.

REQUIREMENTS: Must be an honorably discharged veteran per ORC 5901.01 (A). Shall be employed in a classified service and will be exempt from civil service examination as per ORC 5901.07. Must be able to type; must be computer literate and proficient with standard MS Office computer programs. Must have a valid driver's license. No prior experience as a CVSO required, but it is helpful.

DEMANDS OF THE JOB: Must be physically able to perform office tasks including filing, light lifting, etc. Must be able to drive for long distances; must be available and capable of fulfilling travel requirements. Must be able to analyze problem situations and develop corrective actions; must maintain high level of accuracy in all endeavors. Must be resourceful, use personal initiative, have good conflict resolution skills and good judgement. Must have knowledge about medical terminology and legal terminology OR have the desire and ability to learn this new information.

DUTIES: Advise and assist veterans and/or their family members with various matters related to veteran's benefits under federal, state, and local law, to include, but not limited to, compensation, pension, insurance, education, medical, housing, and local resources. Prepare documentation necessary to pursue a claim for benefits, and ensure forwarding to the appropriate agency. When necessary, initiate a request for hearing through the appropriate agency, and assist the client in developing and preparing evidentiary materials. File most types of claims, and refer the filing of extraordinary claims through an appropriate agency. Be knowledgeable of Department of Veterans Affairs regulations regarding various areas of veterans' benefits and the claim process. Process applicants for financial assistance, investigate claims where necessary, and make recommendation regarding granting of financial assistance by the Veterans Service Commission. Participate with the staff as a whole in maintaining office files.

EDUCATION REQUIREMENTS: Must have a high school diploma and must satisfactorily complete all certification training through the Ohio Department of Veterans Services to include annual continuing education requirements.