

JOB ANNOUNCEMENT

POSITION TITLE: Client Program Specialist

REPORTS TO: Administration Supervisor

Duties and Responsibilities:

Greet and direct visitors; answer incoming calls and respond or refer routine questions, complaints, or requests for services regarding department programs, procedures, forms and other matters. Schedule clients for appointments, issue vouchers, coordinate Agency programs to include reviewing eligibility and enrollment; provide general clerical support to the department and assist with special projects. Operates Agency intake process managing a variety of documents associated with financial assistance and VA claims, Supports Commission meetings, and participates in other assistance programs to include Agency outreach. Receive, sort and organize documentation. Review documentation for completeness and/or accuracy and distribute between departments, and internal/external individuals and agencies. Create and maintain statistical information, reports and spreadsheets. Conduct records maintenance activities in compliance with guidelines governing record retention. Draft correspondence, fliers, newsletters, prepare outgoing mail, maintain pre-printed supplies, make copies and perform data entry.

Requirements:

High school graduate or G.E.D. equivalent; two (2) years of experience in a similar role in a fast-paced setting preferred; or any equivalent combination of training and experience. Must possess an honorable discharge from the U.S. Armed Forces in accordance with Ohio Revised Code 5901.06, or be the spouse, surviving spouse, child or parent of a veteran honorably discharged from the U.S. Armed Forces. Must pass required background investigation. Ability to comply with all established policies and procedures established by this agency; interpret a variety of instructions in written, oral, picture or schedule form; read, comprehend, and interpret various laws and regulations; work independently; effective communication with all types of individuals. calculate fractions, decimals, and percentages; compile statistical data; and deal with problems involving few variables within familiar context. Must possess a valid Ohio Driver's License.

DEADLINE FOR APPLYING: Until Filled

STARTING SALARY: \$42,702.40

Applications must include a resume, cover letter and DD214 (Member 2 or 4 copy) with submission with your online application to <https://vets.franklincountyohio.gov/careers/positions> .

EOE

JOB ANNOUNCEMENT

Job Title: Veteran Benefits Specialist

Report to: Services Supervisor

Duties and Responsibilities:

Take financial assistance applications from eligible applicants in accordance with Title 59, Ohio Revised Code. Conduct a review and investigation of each financial assistance application to ensure all required documents and pertinent information is included. Advise and assist persons in the Armed Forces of the United States, veterans, spouses, surviving spouses, parents and dependents in presenting claims or obtaining benefits from the Department of Veterans Affairs, State of Ohio, or the Franklin County Veterans Service Commission. Prepare claim forms to include pertinent supporting evidence. Obtain claimant's VA power of attorney. Preserve and protect the confidential nature of any information maintained by the Veterans Service Commission. Participate in civic functions to inform public of services rendered and rights and benefits of veterans and dependents. Provide assistance obtaining requested service documents.

Requirements:

Completion of secondary education or equivalent (high school diploma or GED); or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities; have of an honorable discharge from the U.S. Armed Forces; must pass required background investigation. Possess knowledge of modern office practices and procedures. Must have effective oral and written communication skills and type accurately. Ability to use calculator, office copier and other related office equipment. Must have computer skills and knowledge of software applications, preferably Windows and Microsoft Office Products. Ability to investigate and counsel applicants; read, comprehend and interpret various laws and regulations; prepare reports and maintain records with high degree of accuracy. Ability to work under stressful conditions. Must possess a valid Ohio Drivers License. Ability to work independently analyzes difficult problems and arrives at simple solutions. Must be able to maintain effective working relationships with supervisors, associates and the general public. Must be willing to work in a smoke-free environment.

DEADLINE FOR APPLYING: Until Filled

STARTING SALARY: \$50,627.20

Applications must include a resume, cover letter and DD214 (Member 2 or 4 copy) with submission with your online application to <https://vets.franklincountyohio.gov/careers/positions> .

EOE

JOB ANNOUNCEMENT

Job Title: Fiscal Specialist

Report to: Administration Supervisor

Duties and Responsibilities:

Coordinates and monitors a variety of fiscal management and control activities (e.g., expenditures, payments, contracts, accounts payable, accounts receivable, inventory allocation, budget, travel, statistical data, etc.); assists with preparation of agency budget and monitors budget activities; maintains summary of budget allocation; maintains contract payment and forecast report. Ensures proper accounting and prompt payment for approved client financial assistance (e.g., orders and tracks purchases of vouchers.) Backup for preparing and processing payroll.

Requirements:

Completion of secondary education or equivalent (high school diploma or GED); two (2) or more years of accounting and payroll experience, and other related experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities; possession of an honorable discharge from the U.S. Armed Forces or spouse/child of a veteran honorably discharged from the U.S. Armed Forces; must pass required background investigation. Ability to comply with all established policies and procedures established by this agency; interpret a variety of instructions in written, oral, picture, or schedule form; calculate fractions, decimals, and percentages; compile statistical data; deal with problems involving few variables within familiar context; read, comprehend, and interpret various laws and regulations; prepare accurate documentation, including well-written reports and routine correspondence; communicate effectively via telephone and face-to-face with public and with all levels of County and outside agency personnel; work independently and under stressful conditions; understand a variety of written and/or verbal communications; gather, collate, and classify information; develop and maintain effective working relationships; travel to and gain access to work site.

DEADLINE FOR APPLYING: Until filled

STARTING SALARY: \$50,627.20

Applications must include a resume, cover letter and DD214 (Member 2 or 4 copy) with submission with your online application to <https://vets.franklincountyohio.gov/careers/positions> .

3/21/2024

EEO