



# Cuyahoga County Veterans Service Commission

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## CUYAHOGA COUNTY VETERANS SERVICE COMMISSION (CCVSC) ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

### ELIGIBILITY SPECIALIST OPEN AND CONTINUOUS POSTING

The Cuyahoga County Veterans Service Commission is seeking candidates for the position of Eligibility Specialist. The application can be downloaded from the website [www.vsc.cuyahogacounty.us](http://www.vsc.cuyahogacounty.us) and must be printed, notarized and submitted to:

Jon Reiss, Executive Director  
Cuyahoga County Veterans Service Commission  
1849 Prospect Ave., Suite 150  
Cleveland, Ohio 44115

The application portfolio shall consist of: cover letter; detailed resume; notarized CCVSC employment application; certified copies of all military discharges (DD-214); college transcripts; salary expectations; names & addresses of three (3) professional references. **Application deadline: 4:30 p.m., Thursday, December 11, 2014.**

REPORTS TO: Financial Assistance Mgr.

STATUS: Classified Service

SALARY: Negotiable based on experience

#### PREFERRED QUALIFICATIONS:

- High school graduate; college degree preferred.
- U.S. military veteran's classification as defined by O.R.C. Title 59 (required) with honorable discharges for all periods served
- Good computer keyboard and database entry skills with working knowledge of Word, Excel, and other databases
- Accuracy in basic arithmetic functions
- Valid regular Ohio driver's license
- Strong telephone and face-to-face communication skills
- Good customer service orientation; ability to engage in heavy client interactions throughout the workday under sometimes emotionally stressful situations

RESPONSIBILITIES:

- It is the responsibility of the Eligibility Specialist to assist veterans with the application for financial assistance. The Eligibility Specialist must provide high quality customer service in a fast-paced, potentially emotional environment.

**ALL JOB OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE EMPLOYEES PASS A DRUG TEST AND A CRIMINAL BACKGROUND INVESTIGATION PRIOR TO BEING HIRED.**