



Clerk

Position Summary/Function:

Responsible for performing administrative tasks to support busy daily business operations to include financial assistance intake

Specific Job Duties & Accountabilities:

- Follow county and department objectives in accordance with procedures
- Maintain confidentiality of clients
- Must have knowledge of Microsoft Office (Word, Outlook, & Excel)
- Handle mail and direct where appropriate
- Populate letters to clients
- Typing skills with 10Key
- Document scanning
- Event planning
- Photocopying
- Ability to travel, with some overnight stays
- Faxing
- Ability to effectively work individually and/or in a team environment
- Ability to lift 50 lbs.
- Ability to maintain appointments/transportation schedule
- Operate computers and scanners
- Pay bills
- Maintain the highest levels of customer care while demonstrating a friendly, energetic and positive attitude
- Have knowledge of local, state, and federal applicable benefits
- Maintain office cleanliness
- Incorporate and execute outreach and social media
- Knowledge of medical terminology
- Ability to complete other duties as assigned

Qualifications:

- Must be a former member of the armed forces of the United States who served on active military duty and received an honorable discharge
- Must have vehicle for transportation with valid driving license

Job Type: Full-time (37.5 hours weekly)

Wage: To be discussed during interview process

Application for employment with the
Hocking County Veterans' Service Commission
VSC Clerk



Name: _____

Address: _____

Home telephone: _____ Cell Telephone: _____

High School Grad? Yes ____ No ____ Year ____

Are you a veteran? Yes ____ No ____ Please include DD-214, if applicable.
If yes please give dates of service, branch, and type of discharge:

If you answered no to the previous question, are you the spouse, surviving spouse, parent, or child of a veteran? Yes ____ No ____ Relationship: _____ Please include DD214.

Have you ever had any felony charges? Yes ____ No ____ If yes, please give date and type of charges:

References (not relatives):

Name:	Address:	Telephone Number:	Relationship:
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1. _____

2. _____

3. _____

Skills/Qualifications related to position sought:

List Below All Present And Past Employment, Beginning With Your Most Recent For The Last Five Years:
Name & Address: Dates of Employment: Type of work Performed: Reason for leaving: Name of Supervisor:

Does the VSC Board have permission to contact your references and former employers?
Yes _____ No _____.

Please comment on why you feel that you are qualified for the position with the Hocking County Veterans Service Commission:

Are there any current barriers which may affect your job performance or your availability?

Signature: _____ Date: _____

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VSC OFFICE USE ONLY:

Date Interviewed: _____ Interviewed By: _____

Hired? Yes _____ No _____ Date Hired: _____

Hourly Rate of pay: \$ _____ Approved By: _____