



# Geauga County Veterans Services Office Veterans Service Commission

12611 Ravenwood Dr., Suite #260 Chardon, Ohio 44024

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**Position title:** ADMINISTRATIVE ASSISTANT / DRIVER

**Department:** Veterans Service Office, 12611 Ravenwood Dr #260, Chardon, Ohio

**Hours:** Monday – Friday 8:00 am to 4:00 pm

**Compensation:** Starting \$18.00 per hour (negotiable), County Benefits Package, OPERS

**Definition:** Performs a variety of office support and/or administrative such as composing a variety of standard documents and correspondence, relaying, and resolving routine telephone and/or walk-up inquiries, scheduling calendar items and meetings, making travel arrangements, processing forms, performing data entry, and establishing and maintaining records. Edits and proofreads documents to ensure accuracy. May perform duties involving simple mathematical calculations, shall have knowledge of Title 59 of the Ohio Revised Code and Ohio Administrative Laws, or learn within the first month on the job.

#### **Duties and Responsibilities:**

- Maintain confidential information; assignments may require research to complete
- Operates personal computer to compose, edit, revise, tabulate, and print letters, tables, reports, and other materials.
- Maintain accounts payable, creates purchase orders, runs reports and routine bookkeeping functions in New World program.
- Greets and directs visitors, resolves routine administrative problems, and answers inquiries concerning activities and operations of department/division; accepts, screens, and routes telephone calls; maintains log of inquiries as required.
- Sorts, screens, and distributes incoming and outgoing mail, drafts or prepares responses to routine inquiries, and operates a variety of office equipment.
- Establishes, maintains, processes, and updates files, records, and/or other documents.
- Arranges meetings and conferences and performs other duties related to maintaining one or more individual schedules; makes travel and lodging arrangements.
- Orders, stocks, and distributes office supplies.
- Coordinates financial assistance application process, gathers all documents required for submission to board for approval.
- Completes required documentation for New Vendors to be paid.
- Maintains inventories of flags, grave markers, outreach, and office items.
- Performs any other duties related to the position of Admin Assistant as directed by the Director.
- May act as alternate driver, transporting veterans to VAMC's if needed.

**Qualifications:**

- OPEN TO ANYONE TO APPLY- Honorably discharged veterans and their dependents will receive hiring preference.
- High school degree or GED
- Valid driver's license and Insurance
- Efficient in bookkeeping, typing & data entry skills, familiarity with current software applications.
- Proficient spoken and written English
- Must pass (test negative) pre-employment drug test.

Please submit Application for Employment, resume and DD214 to the **Geauga County Veterans Service Office, Attn: VSC Board, 12611 Ravenwood Dr #260, Chardon, Ohio 44024.**