



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

The Cuyahoga County Veterans Service Commission is seeking candidates for the position of Bus Ticket Specialist.

The Cuyahoga County Veterans Service Commission is seeking candidates for the position of Finance Operations Manager. The application can be downloaded from the website www.CuyahogaVets.org 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: June 18, 2019.**

SALARY: Starting between \$22,000 to \$25,000

PREFERRED QUALIFICATIONS:

-) U.S. military veteran's classification as defined by O.R.C. Title 59 preferred
-) High school graduate
-) Strong office skills; including, but not limited to computer competency, Microsoft Office Suite, databases, spelling, grammar, communications skills, math skills, etc.
-) Valid Ohio driver's license
-) Ability to work in both a team-focused environment and independently
-) Must pass required background investigation and drug/alcohol screen
-) Ability to comfortably communicate with all levels of County and outside agency personnel.

SUMMARY OF RESPONSIBILITIES:

-) Employee will be responsible for the distribution, tracking, and reconciling of all bus tickets issued by the Veterans Service Commission. Employee must have ability to work independently, possess strong customer service skills, and have reliable transportation.