

**BUTLER COUNTY VETERANS SERVICE COMMISSION
ANNOUNCEMENT OF VACANCY**

Posting Date: 01/21/2022

Response Deadline: 02/04/2022

Agency: Butler County Veterans Service Commission	Job Title: Receptionist/Scheduler
Classified <input checked="" type="checkbox"/> Unclassified	Bargaining Unit Yes No <input checked="" type="checkbox"/>
Overtime Exempt Yes No <input checked="" type="checkbox"/>	Salary \$31,925.54 – \$41,503.19 (Annually) \$17.54 - \$22.80 (Hourly)
Work Location: 315 High Street - 1st Floor Hamilton, OH	Hours of Work: 35 hours/week 8:00 a.m. - 4:00 p.m.

Essential Functions:

Answers, screens, and directs incoming clients’ calls for financial aid or service work; assures employees receive calls and messages; sets recorder for lunch time, staff meetings, evenings, and holidays. Receives, screens, and schedules clients for financial aid and/or service work with an appropriate date and time; keeps an even flow of clients with County Veteran Service Officers; keeps an account of clients serviced each day, incoming calls, and incoming and outgoing mail; ensures that clients sign the daily log; locks and unlocks lobby door. Assists the staff in their duties. Distributes incoming mail; date-stamps VA award letters prior to distributing. Maintains direct register; distributes grants to clients. Performs other job related duties as required.

Required Qualifications:

Shall be a veteran or the spouse, surviving spouse, child, or parent of a veteran pursuant to O.R.C. § 5901.06; High school diploma or equivalent and experience working with the public, or any equivalent combination of relevant education and/or experience. Knowledge of: government structure and process; veterans services laws and/or regulations; agency goals and objectives; department policies and procedures; public relations; office practices and procedures; records management; office management; public administration; case management. Skill in: ability to multi-task, high call volume, computer operation; typing (30 wpm).

Selection Procedure:

Resumes and 2 interviews

Submit Cover Letter, Resume, and DD214 (Member 4 copy)

Email to: farmermw@butlercountyohio.org
(please indicate Job Title in subject line)

Pursuant to the Americans with Disabilities Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.