



JOB POSTING



Posting Date: January 12, 2021

Position: Veterans Affairs Administrative Assistant

Location: Gladwin County Office of Veterans Affairs

Pay: \$14.00/hr. not to exceed 20 hrs./week

Duties: Under the direction of the Veterans Affairs Director this position will assist veterans in obtaining various VA benefits, emergent needs and other tasks as directed.
Answering phones, scheduling appointments, assist in filling out applications, filing, typing, and other duties as directed by OVA Director.

Qualifications:

- Veteran preference
- High School Diploma
- Familiar with Office products (Word, Excel, Outlook)
- Ability to operate office equipment (fax, copier, etc.)
- Ability to work with the public
- Good telephone etiquette
- Typing skills
- Willing to attend and pass accreditation training (paid for by the CVSF grant or MVAA)

Apply to: Reply by January 22, 2021 to:
Director of Veterans Affairs
555 W Cedar Ave
Gladwin, MI 48624

NOTE: This position is temporary part-time with continued employment subject to grant funding.

The County of Gladwin does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or provision of services.