

Lake County Veteran Service Center

TELEPHONE
(440) 350-2567

105 Main Street, P.O. Box 490
Painesville, Ohio 44077-0490

FACSIMILE
(440) 350-5980

September 11, 2024

JOB POSTING

Veteran Support Specialist

To Prospective Job Applicants:

Please read this letter and the attached Job Description carefully.

Should you feel qualified and desire to apply for this position, follow the instructions in this letter carefully. This Job Posting will remain open until 1600 hours on September 20, 2024. Mailed applications shall be postmarked on or before September 21, 2024. Emailed applications with all attachments must be received by 0800 hours September 23, 2024.

Mail your honorable discharge [SSN redacted], cover letter and a copy of your resume with three (3) non-familial references to the following address, exactly as written:

Lake County Veterans Service Office
Attention: CI&SA
105 Main Street, Box 490
Painesville, Ohio 44077-0490

Email submissions shall be sent to: veteransresumes@lakecountyohio.gov Type "Job Posting" in the subject line.

All references must be available for telephone or email contact by this office.

All applicants desiring consideration shall submit a cover letter with their resume. Said letter shall be computer generated, should contain no or minimal puffery, and contain a simple narrative of the applicant's office environment experience and general business acumen.

All applicants desiring consideration shall submit a copy of their DD-214 including type of discharge (Member 4 Copy).

No telephone inquiries will be accepted.

Jonathan R. Warmeling

Jonathan R. Warmeling
Executive Director
Service Officer in Charge