

# ACCEPTING RESUMES

<b>Position:</b>	<b>Vehicle Operator/Administrative Assistant</b> OhioMeansJobs Post #260348453
<b>Job Description :</b>	<p><b>Vehicle Operator/Administrative Assistant</b></p> <p>Safely operate any county vehicle that transports veterans and other approved persons to and from VA facilities while adhering promptly to appointment schedules. Responsible for the preparation of trip records and basic reports on routine maintenance, mechanical malfunction, accidents, and/or incidents with vehicles and/or equipment.</p> <p>The administrative assistant duties are to provide administrative support to the AVSC Director, Office Manager, and Transportation Supervisor as needed. This includes, but is not limited to assisting with outreach development, making phone calls, and assisting veterans at the front window. Other duties include assisting with applications for military markers and flag cases. These tasks are not all inclusive, as this employee will be subject to the needs of the AVSC Director on a day-to-day basis.</p> <p>Vehicle operators are directly responsible to the Transportation Supervisor. New employees shall be under a probationary period of employment for their first 12-months of employment, unless performance warrants an earlier release from probation. Probation waivers shall be approved by the Board of Commissioners with the recommendation of the AVSC Director.</p> <p>Vehicle operators must be a veteran as defined in Title 5901 of the Ohio Revised Code.</p> <p style="text-align: center;">\$15.00/ Hour Part time: 29 hours a week</p>
<b>Desired Skills:</b>	<p><b>Education:</b> High School Diploma or GED or equivalent experience.</p> <p><b>Experience:</b> Vehicle operators must be a veteran as defined in Title 5901 of the Ohio Revised Code.</p> <p><b>Physical Demands:</b> Minimum physical effort. Majority of work accomplished while sitting with occasional standing and walking. Close visual work. Driving during high-traffic periods in metropolitan cities may occur. Seat belts will be worn. Lifting, pushing, and pulling of weights between 30-50 pounds may occur.</p> <p><b>Mental Demands:</b> Variety of complex problems of which most can be anticipated or are recurring in nature. Ingenuity and judgment are required in planning of work. Must interpret results, draw conclusions, and take recommended action. Solutions to problems often require coordination with other individuals, departments, and/or agencies. Accuracy, resourcefulness, individual judgment, and initiative are a necessity</p>
<b>How to apply:</b>	<p>Interested applicants may submit resumes to:</p> <p style="text-align: center;">Veterans Service Commission County of Ashtabula, State of Ohio 1212 Lake Avenue Ashtabula, OH 44004</p>
<b>OPEN DATE</b> <b>7/24/2023</b>  <b>CLOSE DATE</b> <b>Until Filled</b>	<p>If you need assistance or have any questions, feel free to contact: OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234 Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs. Thank you and best of luck OhioMeansJobs Ashtabula County</p> <p style="text-align: center;"> <a href="#">Like us on Facebook</a> <a href="#">Follow us on Twitter</a> </p>

