

Lake County
Veteran Service Center

TELEPHONE
(440) 350-2567

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

FACSIMILE
(440) 350-5980

July 14, 2025

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 the position is filled. We will keep all cover letters, resumes and DD 214s on file in the event other positions open up.

Mail your honorable discharge [SSN redacted if you desire], 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: VSS Resume
105 Main Street, Box 490
Painesville, Ohio 44077-0490

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

All references must be available for telephone and/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).

Applicants are susceptible to an Ohio Bureau of Criminal Investigation and Federal Bureau of Investigation background check.

No telephone inquiries will be accepted.

Jonathan R. Warmeling
Jonathan R. Warmeling
Executive Director
Service Officer in Charge