

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Veterans Assistance Commission to fill one vacancy in the following job classification.

Job Classification: Administrative Assistant
Location: LaSalle County

Department: LaSalle County Veterans Assistance Commission
119 W Madison St Rm 103A
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 8:00am to 4:30pm Monday – Friday. Actual Hours will be negotiated after selection to equate to 20 hours a week.

Wage: \$13 per hour

Position is: Non-Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by completing the county application and mail it to:

LaSalle County Veterans Assistance Commission
119 W. Madison St Rm 103A
Ottawa, IL 61350

Applications are due by Monday October 1, 2018.

Top 3 candidates will be selected for interviews no later than October 4, 2018.

LaSalle County

Job Description



Job title: Administrative Assistant

Work Location: 119 W. Madison St Courthouse Room 103A Ottawa, IL 61350

Division/Department: Veterans Assistance Commission

Reports to: Superintendent

Employment Classifications:

- Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: \$13 Per Hour

Current Employee holding position is: N/A

Hours will be negotiated once hired and will be between 08:00AM - 04:30pm Monday – Friday. Some nights and weekends may be required.

Essential Duties and Responsibilities:

To provide resources, claims management, and aid to our nation's military heroes and their family.

- Prepare Folders for veterans
- Enter information into online database
- Scan and label documents
- Greet Veterans as they enter the office
- Answer phones in a polite manner representing the office in a positive way
- Prepare public communication
- File management
- Help with setting up and greeting people at outreach events.
- Occasional nights and weekends – No more than 4 days a year
- Manage appointment calendars
- Other duties as assigned

Education and/or Work Experience Requirements:

- Be knowledgeable of military branches
- Have the ability to organize, prioritize and track workloads while working independently with minimal supervision.
- Pay attention to detail at the same time as multitasking.
- Friendly and approachable to help make clients feel comfortable while in the office.
- Adaptability to different personalities and situations so as to diffuse, empathize, and encourage clients.
- Ability to write correspondence in a cohesive manner.
- Must be knowledgeable of Microsoft Office and able to learn, comprehend, retain and utilize new computer programs easily.
- Have a basic understanding of office edict and how to conduct yourself in a professional manner.
- Must be willing to take initiative to help clients within the parameters given.
- Mandatory understanding of Confidentiality and HIPPA regulations.
- Ability to work well with others as part of a team.
- Must have a High School Diploma and/or GED.
- Veterans enrolled in the Hines VA Medical Center Compensated Work Therapy Strongly Preferred.

Date Created: 08/30/2018 Date Revised: 08/30/2018 Approvals: _____

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, and work on a computer for long periods of time.
- Requires ability to complete multiple respective tasks.
- Ability to occasionally lift 25 lbs.
- Set up a table display at events located throughout the county.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: