



Greg Collins, Superintendent
Veterans Assistance Commission of Macon County
141 S. Main St Rm 210
Decatur, IL 62523
www.maconveterans.us

Administrative Assistant (VSO Trainee)

To apply: Resume - hand deliver, mail,,fax: 217-791-4760 *or* email to gcollins@maconveterans.us
(Veterans please attach copy of your DD214)

Job Title: Administrative Assistant (VSO Trainee)
Reports To: Veterans Assistance Commission Superintendent
Deadline: August 1st, 2022 thru November 31st, 2022

OVERVIEW:

The general function of the position within the organization is to assist in the planning and/or supervision of the administrative function of the County's division, department, or office. The position is responsible for performing work of moderate difficulty. The position supervises general and specialized supporting clerical and/or technical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

As the Administrative Assistant at the Veterans Assistance Commission, you will work directly with our office staff to ensure all administrative tasks are efficiently and effectively implemented.

- Plan, establish and implement office methods and procedures.
- Assist with basic and complex questions over the phone, in person or by mail, oversee scheduling, prepare related correspondence, and determine follow-up for unresolved issues
- Establish transportation schedules and coordinates with drivers.
- Must be licensed driver
- General intake of customers
- Answer correspondence pertaining to the department; compile various statistical reports as requested.
- Coordinate, maintain, analyze, and summarize fiscal and statistical data and prepares financial reports.
- Troubleshoot and repair/schedule maintenance on office machines if not working properly
- All other related duties as assigned.

MINIMUM QUALIFICATIONS:

The employee must be a qualified veteran, spouse of a veteran or a veteran's dependent or child

A veteran is defined as any person who has been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for at least 180 consecutive days, or by reason of disability incurred while serving on active duty or be the dependent of an honorably discharged veteran. Macon County offers a competitive salary and benefit package with performance.

**ADMINISTRATIVE ASSISTANT
GENERAL RESPONSIBILITIES AND REQUIREMENTS:**

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, organizes, analyzes, examines, or evaluates data or information.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor to moderate impact - affects only those in immediate work area and our county Veterans.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, or equipment requiring moderate instruction and experience such as computers, software programs such as word processing, spreadsheets, or custom applications, office machines and office vehicles.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

ADMINISTRATIVE ASSISTANT

EDUCATION AND EXPERIENCE REQUIREMENTS:

High School Diploma or GED

Experience in a customer service environment

Have working knowledge of Microsoft Office Suite

Requires a class D Illinois driver's license with acceptable driving history.

Posses the ability to effectively problem solve and have the ability to work both individually and in a team atmosphere

Must be able to multi-task while managing administrative support to several team members

Excellent organizational and time-management skills

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Ability to travel up to two weeks per year for training. Illinois Class D driver's license to take office vehicles for scheduled maintenance, refueling and washing along with appointments unscheduled by volunteer drivers.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

two or more years of customer service experience.

AMERICANS WITH DISABILITIES REQUIREMENTS:

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking some of the time, exerting up to **10 pounds** of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold; wet or humid conditions.

SENSORY (ADA) REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE:

Macon County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.