



## Knox County Veterans Assistance Commission

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The Knox County Veterans Assistance Commission seeks to hire an Executive Secretary. This is a full-time position with pay and benefits commensurate with similar positions within County government. Application forms are available on the Knox County government web site or, may be picked up in person at the Veterans Assistance office during business hours (8:30 A. M. to Noon and 1:00P. M. to 4:30 P. M. weekdays) and returned to that office. Applications will be accepted until 4:30 P. M. October 2022 (*or afterward*) until the position is filled.

### **JOB DESCRIPTION KNOX COUNTY VETERANS ASSISTANCE COMMISSION EXECUTIVE SECRETARY**

The functions of the Knox County Veterans Assistance Commission (KCVAC) are defined and mandated by 330 ILCS 45/0.1 The Military Assistance Act. This Illinois statute was enacted to assure that U. S. Military veterans, their families, and families of deceased veterans would not become destitute. Veterans Assistance Commissions provide financial and other forms of assistance to veterans who are experiencing financial hardships. VACs often also offer advice and counseling to veterans experiencing other difficulties such as navigating the Illinois and United States Departments of Veteran's Affairs bureaucracies as well as other agencies for needed support and assistance.

The executive secretary of the Knox County Veterans Assistance Commission KCVAC will provide administrative support services to other KCVAC staff. These services will include but not be limited to management of telephonic, electronic, and printed communication between KCVAC office staff and KCVAC clients, as well as other government agencies at all levels. The successful applicant must have a high school diploma or an equivalency certificate.

To accomplish these tasks, he or she must have practical knowledge of and demonstrated proficiency in effective use of all of the equipment commonly associated with office communications, data transmission and storage systems such as computers, computer software, printers, copiers, FAX machines telephone systems, and other ancillary fixtures. Equally, or more as important as the above noted skills to being a successful KCVAC Executive Secretary are strong interpersonal skills. This position may include greeting, interviewing and briefing applicants and clients. Therefore, the Executive Secretary will be expected to become well-versed in the operations of the KCVAC as soon as possible. It is imperative that these applicants / clients, and their families be treated kindly and with the utmost respect and patience at all times.

The staff of the KCVAC are not considered to be employees of the County of Knox. However, they are provided salaries and benefits commensurate with those of County employees with similar duties, qualifications, and experience. Under this schedule the KCVAC Executive Secretary beginning pay rate would be \$13.23 per hour. The Executive Secretary will also receive the same, generous benefit package as do County employees which includes many Holidays, vacation days, personal days, health insurance, and County contributions to a retirement plan.

The KCVAC Executive Secretary will work Monday through Friday from 8:30 A. M. to 4:30 P. M. with a one-hour lunch break.

Applicants should complete a standard Knox County application for employment which includes full contact information for former employers and references along with a narrative outlining the applicant's training and experiences she or he deems most relevant to the position applied for. Applications will be screened on the basis of information submitted and those seeming to show the most promise will be asked to attend an in-person interview.

The statute noted above stipulates that every reasonable effort be made to show preference for and hire an honorably discharged United States Veteran for KCVAC positions.

This position will remain open until filed.