

# LaSalle County

## Job Description



**Job title: Administrative Assistant**

**Work Location: 4231 Progress Blvd, Unit 4, Peru, IL 61354**

**Division/Department: Veterans Assistance Commission**

**Reports to: Superintendent**

**Employment Classifications:**

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

**Salary Grade: \$38,000 Minimum Starting Salary**

**Annual Bonus Eligible.**

**Essential Duties and Responsibilities:**

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

- Prepare files online 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
- Prepare and organize office spaces for events
- Help with setting up and greeting people at outreach events
- Keep office and event spaces neat and clean
- Occasional nights and weekends
- 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 the 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.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the*

Date Created: 08/01/2022 Date Revised: 08/01/2022 Approvals: CNH

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:**