



Veterans Assistance Commission of Kankakee County

581 William Latham Sr. Dr. Suite 302
Bourbonnais, IL 60914
PH 815-937-8489 • Fax 815-937-3655
www.k3countyvac.com

Notice of Job Opening Administrative Assistant

Overview:

This position is an entry-level receptionist-administrative assistant. The position involves various clerical, receptionist, interviewing, and data entry in a highly sensitive confidential environment. Employee will need to be able to work independently while working within established guidelines and procedures. Works directly under the supervision of the Superintendent and Assistant Superintendent. This position requires a confident, secure, intelligent, public speaker, with a positive attitude that fully understands and embraces that they are the first person that everyone sees or hears when they contact the VACKC.

Essential Duties and Responsibilities:

- Greets clients and conducts brief interview
- Answers phones and directs calls accordingly
- Schedules/manages appointments for clients both with VSOs and for transportation
- Prepares daily schedule for VAC transportation
- Creates and maintains client's electronic files
- Sorts and files incoming mail
- Organizes, files, and tracks client information as well as office reports
- Outreach events – occasional nights and weekends
- Back up driver for transportation to and from Hines VA Medical Center
- Other duties as assigned

Education and/or Work Experience Requirements:

- Must be an Honorably Discharged Military Veteran, Spouse, or Child
- Knowledge of military branches
- Ability to organize, prioritize and track workloads while working independently
- Attention to detail and High degree of accuracy
- Friendly and approachable to help make clients feel comfortable and welcome
- Adaptability to different personalities and situations so as to diffuse, empathize and encourage clients
- Ability to communicate effectively, orally and in writing, with other professionals, and with employees, and the general public
- Knowledge of State, County, and Federal Benefits a plus
- Must have a working knowledge of Microsoft Office and able to learn, comprehend, retain, and utilize new computer programs easily
- Must have basic office etiquette and must always be professional
- Ability to work independently as well as be a team player

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"Valor is stability, not of legs and arms, but of courage and the soul."



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- Mandatory understanding of Confidentiality and HIPAA regulations
- Must have a High School Diploma or equivalent; Associates Degree or some college preferred
- Office Experience a must with some customer service background preferred
- Must have a valid Illinois Driver's License with good driving record
- Must be a Kankakee County resident
- Must be able to pass a Federal Background Check

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 the ability to complete multiple respective tasks
- Ability to lift and carry up to ten pounds regularly and up to fifty pounds intermittently
- Ability to set up table display at events around the county

This job description is not intended to encompass every job duty or responsibility, but illustrates the basic functions. Pay will be based on knowledge and experience.

Applications:

Applications available in person only at:

Veterans Assistance Commission of Kankakee County
581 William Latham Sr. Dr. Suite 302 – Bourbonnais, IL 60914
Please include DD214 and resume.