



## VETERANS ASSISTANCE COMMISSION OF MACOUPIN COUNTY, ILLINOIS

570 N. Broad St. • PO Box 12 • Carlinville, IL 62626 • (217) 854-5249

### POSITION ANNOUNCEMENT

## Administrative Assistant

*Veterans Assistance Commission of Macoupin County | Full-Time | April 2026*

### POSITION INFORMATION

<b>Position Title</b>	Administrative Assistant
<b>Agency</b>	Veterans Assistance Commission of Macoupin County
<b>Reports To</b>	Superintendent, Veterans Assistance Commission
<b>Employment Status</b>	Full-Time   Non-Exempt (FLSA)
<b>Salary Range</b>	\$40,000 – \$52,000 (Recommended Entry Range)
<b>Full Grade Range</b>	\$50,107 – \$69,826 (Grade 9–10   Subject to Board Approval)
<b>Step Progression</b>	Seven-step merit progression schedule — approximately 3% per step
<b>Location</b>	Carlinville, Illinois (570 N. Broad St., PO Box 12)
<b>Posting Date</b>	April 2026   Open Until Filled
<b>Authority</b>	330 ILCS 45 (MVAA); 330 ILCS 60 (VAC Act)

### POSITION OVERVIEW

The Administrative Assistant serves as the primary administrative support for the Veterans Assistance Commission (VAC) of Macoupin County. This position works directly under the supervision of the Superintendent and is responsible for ensuring efficient, compliant, and professional daily operations of

the VAC office. The position requires a high standard of integrity, confidentiality, and commitment to service for Veterans and their families.

The ideal candidate is organized, detail-oriented, and dedicated to the Veterans-serving mission of the Commission. Experience working with Veterans, military families, or government agencies is highly valued.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties represent the primary responsibilities of this position. Additional duties may be assigned by the Superintendent in accordance with the operational needs of the VAC.

### Administrative Operations

- Plan, establish, and implement office procedures, records management practices, and administrative workflows in accordance with VAC policy and Illinois Records Act requirements.
- Serve as primary point of contact for Veterans, surviving spouses, dependents, and the general public via telephone, in person, and in writing; provide accurate information and appropriate referrals.
- Manage and maintain the VAC appointment calendar, scheduling claims appointments, assistance appointments, and Commissioner meetings per the Superintendent's direction.
- Prepare, process, and maintain all official VAC correspondence, incoming and outgoing mail, and documentation per established naming conventions and retention schedules.
- Order, track, and manage office supply inventory; process purchase orders and maintain procurement documentation per VAC policy.
- Process and reconcile mileage vouchers, p-card statements, and payment voucher documentation for Superintendent review and approval.

### Financial & Payroll Support

- Prepare and maintain payroll records in compliance with VAC payroll procedures; submit payroll documentation in a timely and accurate manner.
- Coordinate, maintain, analyze, and summarize fiscal and statistical data; prepare financial summaries and support materials for the Superintendent's monthly, quarterly, and annual reporting obligations.
- Assist the Superintendent in tracking budget expenditures against county cost center allocations and preparing budget reports for the Commission and County Board.

### Records, Reporting & Compliance

- Maintain the VAC digital file system in accordance with the Illinois Records Act (50 ILCS 205), VAC retention schedules, and Illinois Records Office compliance requirements.
- Manage records intake and pending upload staging for the Tyler Enterprises VBS Software system, including document preparation and quality review prior to Superintendent upload.
- Assist with compiling data and supporting documentation for the VAC's annual county report and Governor's report as required under 330 ILCS 45.
- Maintain FOIA compliance documentation, including FOIA logs, request files, and response records per 5 ILCS 140.

### Equipment & Office Management

- Operate and perform basic troubleshooting on office equipment including computers, copiers, printers, fax machines, and phone systems; coordinate maintenance and repair as needed.

- Proficiency in Microsoft Office Suite, Tyler Enterprises VBS Software (as trained), and other software platforms adopted by VAC.
- Perform all related administrative duties as assigned by the Superintendent.

## MINIMUM QUALIFICATIONS

Applicants must meet ALL the following minimum qualifications at time of application:

- Qualified Veteran, spouse of a Veteran, or Veteran's dependent as defined under 330 ILCS 45, Section 9. Veteran means any person honorably discharged from any branch of the United States Armed Forces after having served on active duty for at least 180 consecutive days, or discharged by reason of service-connected disability, or the surviving spouse or dependent of such a Veteran.
- High School Diploma or GED equivalent; Associate degree or higher preferred.
- Minimum two (2) years of experience in administrative support, customer service, or office management roles.
- Demonstrated working knowledge of Microsoft Office Suite (Word, Excel, Outlook).
- Strong organizational, time-management, and multi-tasking abilities.
- Ability to handle sensitive, confidential information with professionalism and discretion.
- Effective written and verbal communication skills; ability to communicate clearly with Veterans, family members, and partner agencies.

## EDUCATION & EXPERIENCE REQUIREMENTS

High School Diploma or GED required. Associate's degree or coursework in public administration, business administration, accounting, or a related field preferred. Two or more years of directly related administrative experience are required. Experience in a Veterans-serving, government, or healthcare administrative environment is strongly preferred.

## LICENSES, CERTIFICATIONS & REGISTRATIONS

No specific professional license is required at time of hire. The following training will be required within the first 90 days of employment:

- Illinois Open Meetings Act (OMA) Training — 5 ILCS 120/1.05
- Tyler Enterprises VBS Software operational training
- Illinois Records Act compliance orientation
- VA document security and privacy training (as applicable)

## PHYSICAL DEMANDS & WORK ENVIRONMENT

This position requires light to moderate work primarily performed in a standard office environment. Specific requirements include:

- Ability to sit, stand, and walk for extended periods; occasional lifting of up to 25 pounds.
- Normal visual acuity, field of vision, hearing, and speaking abilities required.
- Operation of standard office equipment including computers, copiers, scanners, and fax machines.

- Occasional exposure to Veterans and family members experiencing emotional distress; professional, compassionate communication skills required.

VAC provides reasonable accommodation to qualified applicants and employees with disabilities in accordance with the ADA, ADAAA, and the Illinois Human Rights Act (775 ILCS 5). Contact the Superintendent to request accommodation.

## SALARY & BENEFITS

The recommended entry salary range for this position is \$40,000 – \$52,000, commensurate with experience and qualifications, subject to VAC approval. The following benefits are available to eligible full-time employees:

- Illinois Municipal Retirement Fund (IMRF) defined benefit pensions; 4.5% up to 10% employee contribution; vested after 10 years; disability coverage after 1 year of service
- Health Insurance — Medical, Dental, and Vision coverage through Macoupin County group plans
- Paid Holidays — as established by Macoupin County policy (typically 13–14 paid holidays per year)
- Paid Vacation and Sick Leave — per VAC policy
- Deferred Compensation — 457(b) plan available
- A separate Benefits Summary letter is available upon request

## HOW TO APPLY

Submit ALL the following to the address below:

- Completed employment application or professional resume
- Cover letter describing your qualifications and connection to Veterans service
- Copy of DD-214 (Member Copy 4), if applicable, to claim veteran preference

Submit to: Robert (Bobby) Scott, Superintendent  
Veterans Assistance Commission of Macoupin County  
570 N. Broad St., PO Box 12 | Carlinville, IL 62626  
Phone: (217) 854-5249 | Fax: (217) 716-2311  
Open Until Filled

## VETERAN PREFERENCE

In accordance with the Illinois Military Veterans Assistance Act (330 ILCS 45, Section 9), preference will be given, as far as possible, to honorably discharged military veterans or their surviving spouses or dependents in the selection of employees for this position. Applicants claiming veteran preference must provide a copy of their DD-214 (Member Copy 4) at time of application.

## EQUAL OPPORTUNITY EMPLOYER

The Veterans Assistance Commission of VAC is an Equal Opportunity Employer. The Commission does not discriminate on the basis of race (including associated hairstyles), color, religion, sex, gender identity, sexual orientation, national origin, ancestry, citizenship status, age, marital status, order of protection

status, disability, military status, unfavorable discharge from military service, pregnancy, arrest record, genetic information, reproductive health decisions, family responsibilities, or any other status protected by the Illinois Human Rights Act (775 ILCS 5) or applicable federal law, including Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination in Employment Act (ADEA). VAC provides reasonable accommodation to qualified individuals with disabilities. Applicants requiring accommodation during the application or interview process should contact the VAC Superintendent.

VAC provides reasonable accommodations to qualified applicants and employees with disabilities in accordance with the Americans with Disabilities Act (ADA), the ADA Amendments Act of 2008, and the Illinois Human Rights Act (775 ILCS 5). To request an accommodation, contact: Superintendent, Veterans Assistance Commission of Macoupin County, 570 N. Broad St., PO Box 12, Carlinville, IL 62626, (217) 854-5249.

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*Veterans Assistance Commission of Macoupin County | Carlinville, IL 62626 | 330 ILCS 45 & 60*