



**Nancy J. Boose, SHRM-SCP**  
Human Resources Director  
Vermilion County Board

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# **NOTICE OF JOB VACANCY**

**DATE:** April 18, 2024

**POSITION:** *Executive Assistant*

**DEPARTMENT:** County Clerk's Office

**TERMS OF EMPLOYMENT:** Full-time

**BASIC FUNCTION:** Under general direction of the elected official, Chief Deputy, or Supervisor of Elections, plans, supervises, manages projects, trains staff, organizes and directs procedural activities necessary to ensure effective operation of the office. Acts as the executive assistant to the elections and tax department.

**DESIRED REQUIREMENTS:** Requires high school diploma or GED; two years of experience with Microsoft & Excel. Knowledge of general office procedures, or any equivalent combination of education & experience which provides the required knowledge, skills and abilities.

**STARTING SALARY:** \$ 35,000

**APPLICATION PERIODS:** April 18 - 24, 2024 ( Internal )  
April 25, 2024 until position is filled ( External )

**METHOD OF APPLICATION:** Submit resume and application or apply in person to:

Human Resources  
Vermilion County Board Office  
201 N. Vermilion Street, 2<sup>nd</sup> Floor  
Danville, IL 61832  
[njboose@vercounty.org](mailto:njboose@vercounty.org)

Application available at [www.vercounty.org](http://www.vercounty.org)  
EEOP Utilization Report available for public viewing at [www.vercounty.org](http://www.vercounty.org)  
**AA/EEO**

*County Benefits include: IMRF pension participation; affordable health, dental and vision available; vacation and PTO allowance; 14 holidays*

## POSITION CLASSIFICATION DESCRIPTION

### EXECUTIVE ASSISTANT

#### **DISTINGUISHING FEATURES OF WORK:**

Under general direction of the elected official, Chief Deputy, or Supervisor of Elections, plans, supervises, manages projects, trains staff, organizes and directs procedural activities necessary to ensure effective operation of the office. Acts as the executive assistant to the elections and tax department.

#### **ILLUSTRATIVE EXAMPLES OF WORK:**

1. Register voters in the office & at other locations such as schools & civic affairs. Coordinate voter registration outreach. Maintains voter registration files.
2. Recommends, implements, & documents efficient procedures, methods, and systems for effective voter registration & election duties.
3. Oversees tasks necessary to conduct elections.
4. Prepares paperwork required for potential candidates and local election officials.
5. Determines & assists in proofing the content of up to 120 different ballot styles.
6. Oversees the inventory of election supplies & prepares supplies for 55 precincts.
7. Supervises, schedules, recruits & trains election judges. Responsible for coordinating correspondence to and from the election judges.
8. Assists the Supervisor of Elections in coordinating election night procedures.
9. Processes all unused supplies after each election for 38 precincts.
10. Coordinates vote by mail process.
11. Receives and verifies tax levies from taxing bodies. Receives and applies draining district levies.
12. Issues certificates of purchase, calculates and issues certificates of redemption.
13. Computes & keys into computer the information needed to determine EAV & rates. Computes and maintains permanent records of EAV and rates.
14. Supervises the recording of annexations by cities & townships. Obtains and prepares maps & legal descriptions for taxing districts and voter election/voter registration files.
15. Answers phones and assists with vital records & marriage licenses, as needed.

#### **DESIREABLE REQUIREMENTS:**

**Education and Experience:** Requires graduation from high school or GED with courses in basic computer, 2 years of experience with Microsoft & Excel. Knowledge of general office procedures, or any equivalent combination of education & experience which provides the required knowledge, skills and abilities.

#### **Knowledge, Skills & Abilities:**

1. Requires the ability to learn & remember procedures dealing with taxes & elections.
2. Requires the ability to train employees engaged in business & operational functions.
3. Requires the ability to work accurately in proofreading, typing & scheduling.
4. Requires the ability to communicate excellently in written & oral form.
5. Requires the ability to work efficiently under stressful conditions.
6. Requires some physical strength to move supplies and election equipment.
7. Requires impeccable organization skills and the ability to work independently.
8. Requires excellent basic math skills.

In accordance with the Vermilion County Personnel Manual the above is an accurate description of the duties and functions of the stated position in this department, agency, or organization, and is submitted as an attachment to the staffing pattern in connection with application for funds from the Vermilion County Board.

*Cathy Jenkins*