



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

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NOTICE OF JOB VACANCY

DATE: January 11, 2023

POSITION: *Executive Administrative Assistant*

DEPARTMENT: Treasurer's Office

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: Excluded

BASIC FUNCTION: Performs responsible and confidential duties in the administration of fiscal, business, and service operations of the Treasurer's office.

DESIRED REQUIREMENTS: Associate degree from 2-year college or university; one to two years related experience and/or training; or equivalent combination of education and experience.

STARTING SALARY: \$ 42,615

APPLICATION PERIOD: January 11 - 18, 2023 (Internal)
January 19, 2023 until position is filled (External)

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

Human Resources Director
Vermilion County Board Office
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

Applications available at www.vercounty.org
EEOP Utilization Report available for public viewing at www.vercounty.org
AA/EOE

**VERMILION COUNTY
JOB DESCRIPTION**

Job Title: Executive Administrative Assistant
Department: Treasurer
Reports To: Chief Deputy and/or Treasurer
Prepared Date: October 2021

Summary Performs highly responsible and confidential, secretarial duties and administrative functions for the Treasurer.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Types, proofreads, and distributes reports, correspondence, forms, etc. of a specialized and confidential nature.

Answers the telephone, takes and relays messages; screens Treasurer's calls; responds to telephone inquiries whenever possible, forward calls to appropriate party.

Organizes and maintains files of records and correspondence; creates and generates reports/billings.

Monitors departmental materials and supplies, assists the Chief Deputy in ordering as needed and verifying the accuracy of supplies received.

Responsible for accepting daily receipts from other departments and depositing into correct general ledger lines.

In the absence of the Treasurer, sign checks on County accounts in compliance with the Dual Signature Policy and verifies funds availability for payables and manual checks.

Process, sort, and distribute payables for the departments of the County.

Crosstrain for other positions in the office, processing forfeitures, sale in errors, inputting of invoices, and performing teller duties.

Performs other duties as assigned or required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associates degree from 2-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions and percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.