



**Veterans Assistance Commission of Franklin
County**
901 Public Square
Benton, IL 62812
(618) 435-9836
Vacfc.org



Secretarial Requirements and Duties

REQUIREMENTS

1. Pass a Drug Screening and Background Check
2. No history of stolen personal data or convictions of theft or fraud
3. Able to type a minimum of 25 words or more per minute (this is just to ensure the candidate can actually type, and not just “hunt and peck”)
4. Have reliable transportation
5. Preferred past employment history of secretarial or administrative positions

DUTIES

1. Answer phone calls and emails, and ensure that all inquiries are properly responded to
2. Keep all records organized
3. Have a basic working knowledge of the same programs the Superintendent has knowledge of (VA Benefits, etc...)
4. Proficient in the use of Microsoft Office programs, specifically: Word, Excel, and PowerPoint
5. Assist the Superintendent with compiling all the reports which must be forwarded to the VAC, County, State, and/or other required entities or agencies
6. Build and maintain a contact list of all pertinent individuals and agencies which can be of use to the VAC
7. Ensure the office area remains clean, uncluttered, and trash removed daily from the office