

**DEPARTMENT OF MILITARY AFFAIRS**  
**Lincoln's ChalleNGe Academy**

**CAREER OPPORTUNITY ANNOUNCEMENT**  
**Personal Services Contract**

**POSITION TITLE:** EXECUTIVE ASSISTANT

**SALARY:** \$3,705.00/MONTH

**WORKSHIFT:** Determined by the Director

**LOCATION:** Rantoul, IL

**LCA # 21-017**

**AREA OF CONSIDERATION:** N/A

**EXAMPLE OF WORK:** Under the general direction of the Director, performs sensitive, confidential, and routine administrative and secretarial duties for the Lincoln's Challenge Academy. Provides administrative assistance and general oversight of all administrative activities of the Academy. The responsibilities include, but are not limited to, the following:

- Performs a variety of complex, specialized secretarial duties including filing, and general office support functions; maintains necessary files; prepares and types a variety of reports and memorandums. Through coordination, develops deadlines, suspense's, and prioritizes work to be completed. Plans, facilitates, and coordinates work with staff to ensure maximum output. Performs typing using a variety of word processors and computer programs.
- Prepares, receives, reviews, and maintains all correspondence, publications, policies, and directives establishing safeguards on sensitive items. Prepares materials for mailing. Responds to a variety of routine inquiries/requests and refers others to appropriate staff. Maintains suspense files and performs follow-up action to assure time frames are met. Retrieves and tracks documents from files upon request or as needed. Establishes and maintains office files adhering to current policy and ensuring file security. Researches archived materials, files, directives, policies and/or request information from departmental staff to be used in reply to inquiries. Provides extensive automated file management utilizing the Cadet Tracking System to update and maintain cadet data for tracking by the National Guard Bureau.
- Establishes and maintains the office distribution system and maintains inventory. Distributes correspondence and reports on a timely basis. Prepares, reviews, and maintains a variety of correspondence to include routine and/or confidential correspondence. Ensures neatness, grammar, spelling, punctuation, format, construction, attachments, and continuity of text, and adherence to policies and procedures of the Department.
- Reviews travel arrangements to coincide with agendas in order to notify organizations and officials to be visited while keeping in contact with Director and Deputy Director and prepares and distributes reports. Coordinates the Director's schedule while screening visitors and telephone calls.
- Schedules weekly motivational keynote speakers, organizes special events and ceremonial programs, and coordinates with the Department of Military Affairs on all aspects of major cadet events. Responsible for ensuring that all final details are met within the established timeframes.
- Acts as liaison with selected business representatives and the Deputy Director for extracurricular activities. Works closely with staff members in charge of extracurricular activities and coordinates appearances by cadets for special events.

- Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

(LCA # 21-017 – cont'd)

## REQUIREMENTS

Requires the knowledge, skill, and mental development equivalent to the completion of high school. Requires 2 years secretarial experience or administrative military experience. Bilingual and able to read, write and speak Spanish proficiently preferred. Must acquire and maintain a Common Access Card issued by Department of Defense for computer and building access.

**KSA's:** Requires working knowledge of agency programs, rules, and regulations. Requires knowledge of principles of office management. Requires knowledge of manual and automated office equipment. Requires extensive knowledge of Microsoft Word, Excel, PowerPoint, and Access. Requires extensive knowledge of composition, grammar, and spelling, punctuation, typing with speed and accuracy, and shorthand. Requires ability to develop written instructions and procedures. Requires ability to apply human relation skills in interaction with management, representatives of government, and the public. Requires ability to communicate clearly and effectively both orally and in writing. May require license as a notary public. Requires ability to type varied and complex materials at 45 wpm. Requires ability to lift and carry 50 lbs., i.e., heavy boxes of files and supplies, etc. Requires a valid Illinois driver's license.

**ALL APPLICATIONS MUST BE COMPLETE:** Those applications that are received missing any required information or documents will **NOT** be considered. Prior military personnel must attach a copy of their DD214 to their application.

**DOCUMENTS THAT CANNOT BE ACCEPTED:** Photographs, copies of position descriptions, performance ratings, awards, and letters of appreciation.

## EMPLOYMENT STIPULATIONS:

- This is an announcement for a Personal Services Contract for the Lincoln's Challenge Academy and the State of Illinois. At this time, this contract does not provide for medical, dental or life insurance and state retirement plans are not available. Specific questions regarding benefits should be directed to the point of contact on this announcement.
- Prior to hiring, a federal background check for computer access is required.

**EQUAL OPPORTUNITY:** The Lincoln's Challenge Academy is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, member or non-membership in an employee organization or any other non-merit factor.

**WHERE TO SUBMIT:** Applications must arrive no later than the closing date specified on this announcement. Call or e-mail and receive a DMAIL-LCA Form 210 (Employment Application) and a Release of Information Form, or obtain documents at our website: [www.lincolnschallenge.org](http://www.lincolnschallenge.org)  
Mail, email or fax documents to:

**Lincoln's Challenge Academy**  
**ATTN: Sherri White-Taylor, Human Resource Manager**  
**212 W. Borman Drive**  
**Rantoul, IL 61866**  
**(217) 892-1302**  
**FAX: (217) 892-1385**  
[sherri.white-taylor.ctr@mail.mil](mailto:sherri.white-taylor.ctr@mail.mil)

**Date Posted: April 15, 2021**

**Closing Date: May 15, 2021**