

DEPARTMENT OF MILITARY AFFAIRS
Lincoln's ChalleNGe Academy

CAREER OPPORTUNITY ANNOUNCEMENT
Personal Services Contract

POSITION TITLE: ADMINISTRATIVE ASSISTANT - REGISTRAR

SALARY: \$2675/MONTH

WORKSHIFT: Monday – Friday 8:00 a.m. – 4:30 p.m.

LOCATION: Rantoul, IL

LCA #12-003

AREA OF CONSIDERATION: No Restrictions

EXAMPLE OF WORK: Under the direct supervision of the Registrar, performs sensitive and confidential administrative secretarial work of a broad nature regarding cadet records for the Registrar. Performs complex and specialized database maintenance and word processing. Prepares and reviews student files, correspondence, reports, directives, and other sensitive documents for the Registrar, ensuring timely and confidential completion. Screens incoming applications from Recruitment/Placement/Mentor Assistants to ensure data accuracy for the admission of potential cadets in accordance with state law. Reviews internal correspondence and other documents ensuring neatness, grammar, spelling, punctuation, format, and continuity of text. Develops new formats and previously automated materials for the production of records, reports, and other documents. Ensures appropriate level of data security and safeguards sensitive items. Routes mail and establish postage requirements for incoming and outgoing correspondence for the LCA. Maintains confidentiality and replies to inquiries from outside agencies regarding cadets. Establishes and maintains the office distribution system. Maintains office files and ensures file security. Reviews, posts, and files all incoming publications and initiates requisition for regulations and directives as required. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

REQUIREMENTS: Requires the knowledge, skill, and mental development equivalent to the completion of high school. Requires two years of secretarial experience or administrative military experience. Requires working knowledge of agency programs, rules, and regulations. Requires extensive knowledge and experience with Microsoft NT programs, to include Word, Access, Excel, and Powerpoint. Requires knowledge of the principles of office management as well as manual/automated office equipment. Requires knowledge of composition, grammar, spelling, and punctuation. Requires skill with word processing equipment. Requires ability to apply human relation skills in the interaction with management, VIP's, and the public. Requires ability to communicate clearly and effectively both orally and in writing. Requires ability to lift and carry 50 lbs., i.e., heavy boxes of files and supplies, etc. Requires ability to type varied and complex materials at 45 wpm. Requires a valid Illinois driver's license.

(LCA #12-003 con't)

ALL APPLICATIONS MUST BE COMPLETE: Those applications that are received missing any required information or documents will **NOT** be considered.

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. The 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.ngycp.org/state/il
Mail or fax documents to:

Lincoln's Challenge Academy
ATTN: Human Resource Manager/Ms. Denise Schlueter
205 Dodge Avenue
Rantoul, IL 61866
(217) 892-1302
FAX: (217) 892-1384
denise.schlueter@us.army.mil

DATE POSTED: 18 April 2012

DATE CLOSED: 1 May 2012