

## JOB POSTING

<b>Position Title</b>	Secretary
<b>Department</b>	Veterans Assistance Commission
<b>Shift</b>	2 days a week
<b>Salary (Optional)</b>	12.50
<b>Brief Job Description</b>	Clerical duties including scheduling drivers. Must have good people skills required to deal with older veterans.
<b>Education Requirements</b>	
<b>Additional Comments</b>	Must be a Veteran or spouse of a Veteran.
<b>Instructions for Applying</b>	Send resume/application to:  Human Resources Livingston County 112 W. Madison Street, Room 202 Pontiac, IL 61764
<b>Application Deadline</b>	10/25/2021