



The American Legion Department of Oklahoma

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Phone: (405) 942-1705

The Department of Oklahoma American Legion is currently taking applications for a Department Adjutant (OKDA). This will be done at the next Department Executive Committee (DEC) meeting. They must reside within 45 minutes of the Department Headquarters, and be a Legionnaire in good standing. They should be self-motivated, and enthusiastic, and feel compelled to take action in the workplace without requiring additional prompting. Applicant should be able to understand the programs of The Department of Oklahoma American Legion (OKAL) and be able to work in an environment with high stress. They should understand how a Front Office operates and office protocols. They will need to know the equipment and the applications that must be used in order to take care of the Department of Oklahoma Legionnaires.

DEPARTMENT ADJUTANT JOB DESCRIPTION

Reports To: Department Commander

SUMMARY OVERVIEW

This position is described as the Department Adjutant, they will handle and coordinate all office tasks, including filing, generating reports and presentations, setting up meetings, and ordering supplies for the Department Headquarters Office. Provides real-time scheduling support by booking appointments and preventing schedule conflicts. Making travel arrangements, such as booking flights, and cars, and making hotel and restaurant reservations as requested by the Department Commander. The Department Adjutant will provide support to Regional Vice Commanders, other employees, and office visitors by handling a variety of tasks to ensure that all interactions between the Department and others (National American Legion TAL) are positive and productive.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Department Adjutant, answers the telephone in a professional and courteous manner, and answers all mail and email correspondence in response to the daily operations of the Department Headquarters office. Oversee all membership renewals and membership data transfer forms (incoming and outgoing from all District) and mark members who are deceased along with the Administrative Assistant.
2. The Department Adjutant along with the Finance Officer is responsible for recording all deposits in Quick Book, preparing all deposits for review, and is responsible for all incoming payments from PayPal and other sources of income.

3. The Department Adjutant is responsible for all filing of documents for the Department's meetings, conferences, and all mailings.
4. The Department Adjutant is responsible for keeping the main office stocked with all the supplies needed for the day-to-day operation of the Department.
5. The Department Adjutant prepares all printed materials for all conferences, conventions, and meetings. They will maintain a record of all money that comes in for conference registrations, raffle ticket sales, and online memberships. Assisted by the Office Assistant in any areas requested and other duties as assigned.
6. The Department Adjutant will supervise all Department Veteran Service Officers (DVSO) to ensure they meet all requirements, and DVSOs attend all training to maintain the accreditation. They will receive a report every month from all Accredited Veterans Service Officers of the status of all claims from the Head DVSO in the Muskogee Regional Office.

QUALIFICATIONS

1. The OKDA must be able to perform the day-to-day operation of all office equipment, including, mail machines, computers, and copiers in a proficient manner. The use of office productivity software Microsoft 365, Word, Excel, and PowerPoint to create spreadsheets, word documents, and presentations for meetings and conferences.
2. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 essential functions.

EDUCATION and /or EXPERIENCE

Bachelor's Degree (B.A.) from a 4-year college or university; or at least 3 years practical real-world work experience, must be proficient in the use of all office equipment and the use of Microsoft 365, Word, Excel, and PowerPoint to create spreadsheets, word documents and presentations for meetings and conferences.

LANGUAGE SKILLS

The ability to read, and analyze reports, business correspondence, and procedural manuals. Ability to effectively present information and respond from groups of members and the public.

REASONING ABILITY

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

CERTIFICATES, LICENSES, REGISTRATIONS

Must maintain a valid Driver's License

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 essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate. There is no, or very limited, exposure to physical risk.

SALARY

Salary is commensurate with education, experience, and performance.