

**The American Legion
Department of New Jersey**



**Department Adjutant's
Policy and Responsibilities**

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The Department of New Jersey Adjutant's role will be to organize and coordinate office administration and procedures, in order to ensure organizational effectiveness and efficiency. The Department Adjutant is responsible for developing **intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision and task delegation.**

Department Adjutant's Job Responsibilities:

- Supports The American Legion Department of New Jersey by maintaining office systems and supervising staff.
- Maintains office services by organizing office operations and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Maintains membership records, Department records and maintains meeting minutes, assists Department officers and committees and publishes official Department orders, announcements and instructions.

- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Designs and implements office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
- Completes daily requirements by scheduling and assigning employees; following up on work results.
- Keeps Department Commander and the Department Executive Committee informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintains office staff by recruiting, selecting, orienting, and training employees.