

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0292
Job Title: Administrative Analyst II
Salary Grade: 19
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 9500101
Shakman Exempt

Characteristics of the Position

General Overview

Provides administrative assistance in the Office of the President as assigned by the Chief of Staff or his/her designee. May be privy to highly confidential records, President's schedule and confidential correspondence, including matters related to legal affairs and litigation. Prepares and maintains letters and correspondence directly effecting the operation of the Office of the President and the County of Cook. Works in concert with other County departments and officials in order to exchange knowledge and/or obtain approval/signatures. May act as a personal representative or liaison on behalf of the executive or agency to bridge issues of common concern between professional staff, management and support operations; may assume primary supervisory responsibility for or oversight of select programs, functions, tasks, personnel and projects as directed; may manage executives itineraries and agendas; investigate operational problems and may recommend appropriate course of action to resolve problems and conflicts. Performs special projects and assignments as directed and performs research for the development of policy and procedures for the office and departments under the jurisdiction of the President. May serve in the capacity of an office manager and perform payroll functions. May train new employees on office policies, procedures and protocols.

Key Responsibilities and Duties

Provides administrative assistance to executive staff in the Office of the President. Privy to highly confidential records, including executives' schedules and correspondence. Reproduces and maintains confidential letters, records, and memorandum regarding policies, procedures and protocols.

Prepares and maintains letters and correspondence directly affecting the Office of the President. May assist in the preparation of Board Agenda items.

Performs bookkeeping functions relative to sizeable office expenditures, budget and purchases; reviews and verifies invoices and statements.

May perform payroll and timekeeping functions for the Office.

Evaluates office production, revises procedures or devises new forms to improve efficiency of workflow.

Establishes uniform correspondence procedures and practices. Formulates procedures for systematic retention, protection, retrieval, transfer and disposal of records. Plans office layouts and initiates cost reduction programs.

Reviews clerical and personnel records to insure completeness, accuracy and timeliness.

Prepares activity reports for guidance of management.

Coordination and distribution of Board Agendas and confidential Committee Agendas to various staff, departments and elected officials.

Work in concert with other County departments and officials in order to exchange knowledge and/or obtain approval/signatures.

May coordinate meetings and schedules for executives within the Office of the President.

May aid in the research and development of policy and special initiatives.

May train new employees on office policies, procedures and protocols.

Knowledge, Skills and Abilities

Good interpersonal relation skills. Must demonstrate the ability to be tactful and exercise diplomacy in meeting the public as well as employees in a wide range of diverse situations.

A high level of accuracy and proficiency in the use of computerized programs to manage and generate information, reports, letters, etc.

Basic knowledge of the purpose and goals of the Offices under the jurisdiction of the President.

Knowledge of specialized principles and techniques (i.e. accounting, bookkeeping, etc.), office practices and procedures. Knowledge of good office management principles. Skills and accuracy in the control, organization and maintenance of files and records.

Knowledge of Microsoft, Excel and any other software that may be applied to the position and its duties.

Ability to work cooperatively with administrative, supervisory and professional personnel in maintaining adequate services.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS a minimum of one (1) year of experience in an administrative capacity **OR** graduation from an accredited college or university with a Bachelor's degree.

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

Excellent writing and communication skills.

Notary Public of the State of Illinois.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.