

COUNTY OF COOK



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

Job Code: 0051
Job Title: Administrative Assistant V
Salary Grade: 20
Bureau: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 9500113
Shakman Exempt

Characteristics of the Position

General Overview

Provides administrative assistance to the Chief Administrative Officer. Privy to highly confidential records regarding countywide policies, procedures and protocols. Acts as liaison between the Office of the Chief Administrative Officer and other county departments. Screens and refers issues not requiring the immediate attention of the department head or other office officials. Oversees the working conditions and office management details. Supervises and coordinates the activities of the department's clerical staff. Reviews and verifies the accuracy of reports and information. Develops new policies and procedures for improvement of the clerical staff's work performance for efficiency. May represent the Office of the Chief Administrative Officer in lieu of the department head and office analysts.

Key Responsibilities and Duties

Provides administrative assistance to the Chief Administrative Officer.

Privy to highly confidential records regarding countywide policies, procedures and protocols.

Reproduces and maintains confidential letters, records and memorandum.

Responsible for securing confidential accounts, documents and invoices

Maintains department personnel records which include demographics, medical documentation/history and reprimands.

Acts a liaison between the Office of the Chief Administrative Officer and other County departments.

Screens and refers issues not requiring the immediate attention of the department head or other office officials.

May assist in the interpretation of office policies and procedures.

Oversees the working conditions of the office and other details. Maintains order and security of office information and activities which requires the exercising of considerable discretion, initiative and resourcefulness.

Supervises and coordinates the activities of the department's clerical staff.

Reviews and verifies the accuracy of reports and information.

Develops new policies and procedures for improvement of the clerical staff's work performance for efficiency.

Determines methods for changing situations and implementing alternative procedures for maintaining an orderly work flow.

May represent the Office of the Chief Administrative Officer in lieu of the department head and office analysts.

Attends all meetings pertaining to office policies and payroll procedures.

Knowledge, Skills and Abilities

Good interpersonal relation skills. Ability to be tactful and exercise diplomacy in a wide range of diverse situations.

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

Basic knowledge of the purpose and goals of Cook County, particularly the Office of the Chief Administrative Officer.

Knowledge of the services performed by the professional areas of the department.

Thorough knowledge of specialized principles and techniques (i.e. accounting, bookkeeping, etc.) office practices and procedures.

Knowledge of good office management principles.

Skill and accuracy in the control, organization and maintenance of files and records.

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

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

Knowledge of payroll functions, payroll records and administration.

Skill in the application of sound mathematic principles and basic bookkeeping methods relative to maintaining payroll records.

Ability to demonstrate good administrative and supervisory skills.

Ability to supervise and effectively evaluate subordinate staff.

Ability to communicate effectively both verbally and in written form.

Minimum Qualifications

High School Diploma or GED certification PLUS one (1) year of experience in an administrative capacity **OR**, graduation from an accredited college or university with a Bachelor's degree.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not 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.