

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: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 9500115
Shakman Exempt

Characteristics of the Position

General Overview

Provides professional and executive assistance to the Chief of Staff, Deputy Chief of Staff, Special Legal Counsel or Director of Communications and Public Affairs. May assist various managers and professional staff survey, investigate, diagnose and analyze operational problems to attain and sustain an optimum level of performance as measured by efficiency, effectiveness, morale, creativity, and organizational climate; develops recommendations and an action plan based on findings. Negotiates implementation strategy with people at senior levels in the organization. Assists in responding to Freedom of Information requests and may serve as a Freedom of Information Officer for the Office of the President charged with the independent judgment to determine what materials are required to be disclosed under the Freedom of Information Act and what materials may be exempt from disclosure. Acts as a liaison between the Office of the President and other County departments. Screens and refers issues not requiring the immediate attention of the Chief of Staff, Deputy Chief of Staff, Special Legal Counsel or Director of Communications and Public Affairs. May assist the Chief of Staff, Deputy Chief of Staff, Special Legal Counsel as well as the Director and Deputy Directors for Public Affairs and Communications with the development of correspondence and other forms of communication as well as the development of policies and procedures as to how departments should respond to media inquiry confidential reports and/or Freedom of Information Requests. Often works in conjunction with the President's senior

management in drafting policies and procedures as well as correspondence in response to Freedom of Information Requests. Privy to highly confidential records regarding countywide policies, procedures and protocols and matters pertaining to the President's Office and other Departments under the jurisdiction of the County Board President. Performs highly confidential executive work related to the operational functions of the Department. May participate in various Offices of the President senior staff meetings.

Key Responsibilities and Duties

Maintains a high level of interactive communication with the President's Office senior management to properly assess the needs and urgencies of the departments under the Offices of the President.

Responds in a sensitive and capable manner in situations requiring a high degree of confidentiality and tact.

Performs highly confidential work.

Conducts administrative projects, research and studies.

Serves as a Freedom of Information Officer.

Prepares responses to confidential reports, media inquiry and/or Freedom of Information requests.

Manages and coordinates the preparation of materials for managers.

Prepares agenda for conferences and various meetings; explains discussion topics to participants; drafts introductions and develops background information, exhibits and prepares outlines for executive staff to use in making presentations.

Advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; communicates with or responds to contacts from high-ranking outside officials in unique situations.

Drafts various types of correspondence and communications, including but not limited to, correspondence, responses to confidential reports, speeches, PSA's, brochures, press releases, as may be required.

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

Reproduces and maintains confidential letters, records and memorandum.

Screens and refers issues,

May assist in the interpretation of policies and procedures.

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

Knowledge, Skills and Abilities

Ability to work cooperatively with supervisory and professional personnel in the coordination or delivery of services as provided by the agency.

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment.

Skill and proficiency in the use of a keyboard as applied to the operation of personal computers as may be required.

Good attention to multifarious detail; ability to proof, verify and edit complex data, transcribe and cross reference data from personal computer and documents. Ability to follow-up in a thorough and timely manner relative to unresolved business.

Thorough knowledge of the principles and techniques of office practices and procedures. Accurate judgment in making decisions, reorganizing established precedents and in meeting new problems.

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

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.

Ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Experience drafting press releases, speeches, conducting research and dealing with the media.

Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

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.

JC: 0051 Revised 05/12
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