

COUNTY OF COOK



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

Job Code: 0294
Job Title: Administrative Analyst IV
Salary Grade: 22
Bureau: Finance
Department: Office of the Chief Financial Officer
Dept. Budget No. 021
Position I.D. 9500511
Shakman Exempt

Characteristics of the Position

General Overview

Performs as an executive assistant to the Chief Financial Officer. Acts as a personal representative or liaison on behalf of the Chief Financial Officer on issues of common concern between professional staff, management and supportive staff. Performs highly confidential secretarial work related to the day to day business affairs of the CFO and involving confidential documents, reports, position papers. Attends meetings, including those of a confidential nature and maintains records and documents, reviews and prepares correspondence and works independently to organize priorities.

Key Responsibilities and Duties

Performs highly confidential administrative work for the Chief Financial Officer. Handles a wide variety of complex administrative situations and conflicts within the department. Ensures the accuracy and timeliness of work projects; instructs and directs other department and Bureau staff as directed by the Chief Financial Officer.

Acts as an office manager to the Office of the Chief Financial Officer which includes coordinating the ordering of supplies, furniture, work orders, purchase requisitions, 29A's, etc.

Prepares agenda for meetings and conferences which includes participants, topics of discussion, supporting backup materials and securing room for meetings.

Performs timekeeping duties for Bureau employees and handles payroll matters to ensure that all employees are properly compensated.

Acts as a key liaison between the Chief Financial Officer and interactive departments and agencies.

Attends meetings and represents the department; takes minutes at meetings and maintains confidential documents pertaining to such meetings.

Knowledge, Skills and Abilities

Knowledge of principles and techniques of office practices and procedures.

Ability to work well under pressure and the ability to work well with others.

Ability to perform independently in completing job assignments.

Ability to prioritize job assignments when necessary.

Skill in the application of sound mathematic principles and basic bookkeeping methods.

Ability to respond in a timely manner to matters of unresolved business.

Thorough knowledge of correct business language usage, punctuation and grammar, and their proper application to business forms, letters, records and reports, where applicable.

Skill and proficiency in the use of a personal computer.

Composes and drafts original correspondence on behalf of the CFO.

Ability to communicate tactfully and with courtesy.

Minimum Qualifications

High School Diploma or GED certification 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.

Preferred Qualifications

Master's Degree in Business Management or Public Administration.

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.