

COUNTY OF COOK



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

Job Code: 4014
Job Title: Administrative Assistant to the Secretary
Salary Grade: 22
Bureau: Administration
Department: Zoning Board of Appeals
Dept. Budget No. 170
Position I.D. 9502209
Shakman Exempt

Characteristics of the Position

General Overview

Represents the Board and the Secretary at public hearings. Assists in confidential deliberation of cases before the board; may assist the public and county officials in the interpretation of the County Zoning Ordinance and policies. Assists the Secretary of the Zoning Board of Appeals with the daily administrative and secretarial activities, as well as handling all confidential business and correspondence matters for the Secretary and the Zoning Board of Appeals. Coordinates and oversees daily work flow to ensure compliance with regulations for the Zoning Board of Appeals whose primary function is to consider and hear all zoning requests pertaining to land uses in the unincorporated areas of Cook County. The Zoning Board of Appeals separates incompatible uses and assigns specific locations for residential, commercial and industrial operations. It Promotes orderly development and protects existing improvements.

Key Responsibilities and Duties

May act as a representative for the department head at meetings and other engagements that pertain to the Zoning Board of Appeals when the department head is unable to attend.

Oversees legal notices for advertising in local newspapers.

Schedules township hearings and ensures that a court reporter is in attendance to take minutes.

Contacts and notifies applicants, homeowners association, board members, newspapers, and the citizens of the County of township hearings.

Attends regular County Board meetings, Public Service Committee and special meetings of the County Board Zoning Committee.

Attends public hearings held in the office of the Zoning Board and those that are convened in the various townships including the Comprehensive Land Use and Policy Plan Hearings.

Drafts the yearly budget, Mission statement, goals and accomplishments of the department.

Responsible for the purchasing and payment of office supplies allotted by the department's yearly budget along with preparing requisitions for the approval.

Acts as a representative for the department ahead at meetings and other engagements that pertains to the Zoning Board of Appeals when the department head is unable to attend.

Coordinates information fairs to inform the public of the services provided by the Zoning Board of Appeals.

Knowledge, Skills and Abilities

A thorough and firm working knowledge of the Cook County Zoning Ordinance.

Ability to work well with applicants (tax payers), attorneys, contractors, land developers, homeowners, and other County agencies as well as fellow staff members in a professional and courteous manner.

Ability to keep accurate records and documentation.

A high level of accuracy and proficiency in the use of PC software programs to manage and generate data, reports, letters and daily correspondences.

Skill and proficiency in making accurate mathematical calculations.

Ability to coordinate several tasks and perform well under pressure.

Ability to train and direct staff to further advance and accomplish the efficiency aims of the department.

Good attention to numerous details, ability to proof, and verify data as well as the ability to retain information.

Good communication skills; ability to gather information from others and make inquiries; ability to convey information and explain or describe department policy and procedures to others in person or by telephone.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of experience of a responsible or confidential nature as an Administrative Assistant in a large private, public or governmental organization **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in Business Administration, Public Administration or related field, PLUS a minimum of five (5) years highly responsible experience as an Administrative Assistant, Executive Secretary or other high-placed management assistant in a large or publicly related business or concerns in government, zoning, real estate or tax assessments.

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: 4014 revised 4/24/12