

Aide to the Commissioner I

Job Information

Job Code:	6791
Grade:	24
Bureau:	Board of Commissioners
Department:	1018.Office of the Secretary to the Board
Position ID:	See Cook County Employment Plan, Exempt List, Exhibit B
FLSA Status:	Exempt

Job Summary

Provides executive administrative assistance to the office as assigned by senior leadership or his or her designee. Provides comprehensive administrative and operational support to senior leadership, including managing office finances, scheduling, correspondence, and constituent relations. Serves as a liaison for community events and collaborates with internal and external stakeholders on various projects. Other duties may be assigned as directed by senior leadership including but not limited to administrative, supervisory, legislative, research and scheduling duties. Said duties shall be assigned in a manner that is commensurate with the candidate's background, experience and qualifications, including preferred qualifications. Collaborate and support all staff to ensure efficient operations and effective service delivery. At the direction of senior leadership, this position may be filled on a part-time or full-time basis including on-call.

Typical Job Duties

Provide executive assistance directly to senior leadership and prepare and maintain confidential records, correspondence, agendas, files and schedules.

Assist in determining and managing senior leadership's executive itinerary, including but not limited to the coordination of meetings and preparation of meeting agendas.

Establish uniform correspondence procedures and practices for senior leadership.

Assist in formulating procedures for systematic retention, protection, retrieval, transfer and disposal of records with the County's local records coordinator.

Screen calls and visitors, answer questions in writing or verbally, and handle routine matters pertaining to the administration of the office.

Assist with constituent and community outreach including office's brochures, mail, website and other media.

Coordinate special events hosted by the office or for senior leadership to attend.

Manage the office, including bookkeeping, payroll, timekeeping, and office supply maintenance.

Interact with persons of all backgrounds, cultures and affiliations within all levels of government, business or non-profit entities on behalf of the office.

Required for all jobs:

Performs other duties as assigned.

Minimum Qualifications

- Possession of a High School Diploma or General Education Development (GED) Certificate and
- Two (2) years of administrative or clerical experience or

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- An equivalent combination of education and/or experience.

Preferred Qualifications

- Four (4) or more years of experience supporting a senior executive.
- Experience working with governmental entities or officers.

Knowledge, Skills and Abilities

- 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.
- Ability to follow-up in a thorough and timely manner relative to all requests and/or unresolved business.
- Skill and accuracy in the control, organization and maintenance of files and records according to various methods.
- Skill in the application of complex instructions, written and verbal; ability to accurately relate such instructions in full or part to others as directed.
- Ability to coordinate several tasks at one time and perform well under pressure.
- Knowledge of the Microsoft Office Suite, including Microsoft Outlook, Word, and Excel.

Physical Requirements:

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

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.

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