

## OFFICE OF THE COOK COUNTY CLERK

### Human Resources

118 N. Clark Street, Room 230  
Chicago, Illinois 60602  
(312) 603-5656



### STANDARD JOB DESCRIPTION

#### Executive Assistant to the Deputy Clerk of Human Resources

**Job Code:** 6661

**Job Title:** Exec. Asst. to the Dep. Clerk of Human Resources

**Salary Grade:** 18

**Position I.D. No.:** 0087124

**Status:** Shakman Exempt

**Division:** Human Resources

#### Job Summary

Reporting to and directly supporting the Deputy Clerk of Human Resources, the Executive Assistant to the Deputy Clerk of Human Resources provides administrative and secretarial assistance on a variety of Human Resources tasks and special projects. Under limited supervision, performs a full range of administrative and secretarial duties of considerable importance involving some independent judgment. Duties performed are highly confidential in nature. Activities are aimed to provide continuity, support and efficiency for the Human Resources Division.

#### Essential Job Duties

- With minimal supervision, completes administrative tasks such as filing, scheduling and notetaking, and projects as assigned by the Deputy Clerk of Human Resources.
- Receives and screens telephone calls and visitors on behalf of the Deputy Clerk of Human Resources.
- Sorts and distributes mail to ensure delivery to the appropriate personnel within the Office.
- Prepares email correspondence, memos, and directs follow-up as needed.
- Answers correspondence not requiring the Deputy Clerk of Human Resources' direct attention and maintains paper and electronic records of such.
- Communicates to the Deputy Clerk of Human Resources' instructions to various individuals and/or sections within the Cook County Clerk's Office (CCCO) and furnishes and obtains information from internal or external executives as needed.
- Maintains records for the purpose of storing accurate documentation of office program activities, personnel files, and disciplinary proceedings.
- Assists the Deputy Clerk of Human Resources with coordinating trainings and/or re-certifications involving multiple CCCO Sections.
- Takes notes while attending meetings on behalf of the Deputy Clerk of Human Resources.
- Answers routine questions and responds to information requests so as to relieve the administrative burden upon the Deputy Clerk of Human Resources.
- Works in conjunction with other Executive Assistants as needed, bringing high priority items to the Deputy Clerk of Human Resources' immediate attention.

- Follows up on all pending administrative matters independently and/or at the direction of the Deputy Clerk of Human Resources, including assisting employees with completing required paperwork and filing all documentation.
- Schedules meetings and appointments while keeping track of the Deputy Clerk of Human Resources' availability, and updates the Deputy Clerk of Human Resources on a daily/weekly basis regarding scheduling matters.
- Schedules and facilitates Employee reviews of respective personnel files in accordance with the Manual.
- Maintains and organizes all files, including personnel files, in the Human Resources Division.
- Prepares new hire packets and exit interview packets at the direction of the Deputy Clerk of Human Resources.
- Assists the Deputy Clerk of Human Resources with the onboarding of new employees, including the scheduling of drug testing, background checks, and the processing of ID cards.
- Assists the Deputy Clerk of Human Resources with preparing documentation and organizing training sessions during Cook County Open Enrollment periods and assisting employees with any questions related to open enrollment.
- Utilizes advanced office technology including word processing, graphics and spreadsheets to gather and summarize data as requested.
- Initiates follow-up action on documents to ensure appropriate information, approval or signature are provided within the specified time frame.
- Reviews documents submitted to HR from other sections to ensure appropriate information is properly submitted.
- Assists the Director of Human Resources in the tracking of applications for Family Medical Leave pursuant to the Family Medical Leave Act ("FMLA") and Americans with Disabilities Act ("ADA").
- Prepares correspondence related to FMLA and ADA as directed by the Director of Human Resources.
- Performs various tasks concerning employee hiring such as: distributing and posting Notice of Job Opportunity and communicating with Satellites Offices on postings, corresponding with Candidates for hire, assisting the Deputy Clerk of HR with the randomization process, scheduling interviews, assisting with the facilitation of interviews, creating interview scoring spreadsheets based on interviewer scores, .
- Coordinates with the IT Department to ensure proper IT access for new hires and restriction of access following terminations.
- Assists in the preparation of documentation and communications for presentment to external agencies as needed.
- Maintains the confidentiality of personnel-related data including all CCCO personnel files.
- Maintains paper and electronic records of correspondence, and memos on behalf of the Deputy Clerk of Human Resources.
- Monitors to determine office supply needs for the Human Resources Division, and requisitions supplies as required.
- Other duties as assigned.

**This list represents the essential tasks performed by the Position. Employees may be assigned additional Position-related duties by management as required.**

**Minimum Qualifications**

- Possession of a Bachelor’s Degree from an accredited college or university AND three (3) years of full-time paid administrative or secretarial work experience at the executive level OR possession of a High School Diploma/General Education Development test certificate (GED) AND seven (7) years of full-time paid administrative or secretarial work experience at the executive level.
- One (1) year of full-time paid customer service experience.
- Proficient with Microsoft Office.

**Preferred Qualifications**

- Possession of a Bachelor’s Degree or higher from an accredited college or university.
- Ten (10) years of full-time paid work experience in administrative assistant or secretarial work at the executive level.
- Three (3) years or more of full-time paid administrative assistant or secretarial work experience in Human Resources.
- Three (3) years of full-time paid customer service experience.

***(Resume and application must clearly indicate duration and nature of work experience and education for consideration in accordance with all Minimum and Preferred Qualifications.)***

**Knowledge, Skills and Abilities**

- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Excellent organizational skills.
- Exceptional professional demeanor.
- Ability to exercise independent judgment.
- Ability to communicate and coordinate with internal and external parties.
- Ability to serve as a liaison and project coordinator.
- Ability to prepare letters, memos, and reports.
- Ability to complete projects with limited supervision.
- Ability to assist in all scheduling matters.
- Ability to communicate objectively and work well with employees.
- Ability to maintain confidentiality of Employees’ personal information and exercise absolute discretion in all HRD duties.
- Advanced computer skills.

**Physical Requirements**

- Ability to sit for at least 2 hours at a time.
- Long periods of time working on computer requiring vision and typing capabilities.