

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 Deputy Clerk RE&TS

Job Code: 8881

Position I.D.: 0075313

Job Title: Exec. Asst. to Deputy Clerk of RE&TS **Status:** Shakman Exempt

Salary Grade: 18

Division: Real Estate and Tax Services

Job Summary

The Executive Assistant to Deputy Clerk ("EA") reports directly to the Deputy Clerk of Real Estate and Tax Services. Under limited supervision, will perform a full range of administrative and secretarial work of considerable importance involving some independent judgment. Some duties performed are highly confidential in nature. The EA is responsible for the coordination of all office needs and duties, which include but not limited to assisting in-person visitors, fielding phone calls, responding to emails, and drafting written correspondence to be mailed and/or emailed. This position will be responsible for the upkeep, monitoring and ordering of office supplies and other equipment and inventory. The EA will support the function and duties of customer service including but not limited to managing department's Information Desk and overflow phone calls. The EA will assist in the work-flow of the monthly revenue and budget processes by expediting the workflow for review by the Deputy by obtaining support for revenue and expenditures, reviewing reports for accuracy, ensuring documents are submitted in a timely manner to the Comptroller and/or DBMS, and filing documents for easy retrieval.

Essential Job Duties

- Manage and coordinate the Deputy Clerk of Real Estate and Tax Services, which includes but not limited to scheduling appointments and meeting, updating changes, notifying all necessary parties of all changes and contacting requestors via phone or email to notify them of all pertinent information.
- Assist and respond to customer and other governmental inquires made in-person, or by telephone, email or mail communications on behalf of the Real Estate and Tax Services Division.
- Prepare and draft office memorandums, email communications, and other correspondence on behalf of the Deputy Clerk of Real Estate and Tax Services which may be of a confidential and/or time-sensitive nature.

- Contact and communicate with all other governmental agencies on behalf of the Deputy Clerk of Real Estate and Tax Services as it pertains to matters related to the office.
- Collect and organize divisional and administration reports related to, but not limited to, the RE&TS divisional and departmental performance metrics, office supplies and inventory, and/or other items.
- At the direction of the Deputy Clerk of Real Estate and tax Services, communicate with Division staff regarding matters related to the RE&TS Division operations.
- Prepare spreadsheets and other databases to track RE&TS Division related data including operational productivity.
- Serve as back up timekeeper for the Division utilizing the County's Timekeeping system.
- Support the Customer Service Department and the Information Desk contingent upon operational need.
- Assist in the timely completion of FOIA requests.
- Ability to successfully facilitate projects involving multiple RE&TS departments and external entities, on behalf of the Deputy Clerk and Director.
- Provide assistance on a variety of complex organizational and special projects.

Minimum Qualifications

- High School Diploma.
- Five (5) years of full time work experience as an Administrative Assistant or similar position providing administrative support to executive or managerial staff.
- Proficient in Microsoft Office.

Knowledge, Skills and Abilities

- Advanced knowledge of Microsoft Office Suite (specifically Microsoft Word, Excel, PowerPoint, Outlook and Publisher).
- Excellent verbal and written communications skills, and specifically the ability to communicate effectively with varying levels of CCCO staff, constituents and stakeholders.
- Ability to work independently or with very little supervision to prioritize, plan and organize projects and tasks involving multiple parties.
- Willingness and skill in initiating, developing and maintaining professional relationships with internal and external constituents and stakeholders.
- Ability to maintain discretion and the utmost confidentiality with policy-related, legal and other Administration-exclusive information.
- Ability to dictate, transcribe and draft communications quickly while ensuring accuracy and professionalism.
- Well-versed in drafting and developing administrative reports.
- Well-organized and skilled with scheduling, file organization and project management.
- Ability and willingness to work flexible hours, including but not limited to, evenings and weekends.
- Must be self-directed, innovative and possess a positive attitude.
- Demonstrate keen attention to detail, accuracy and precision.

Any offer of employment will be contingent on the applicant passing a drug screening test, background check and any required pre-employment testing.

The duties listed are not set forth for the purpose 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 of an employee's normal line of work. This list represents the essential, but not the exhaustive list of tasks performed by the Position. The employee may be assigned additional duties by management as needed and required.