

OFFICE OF THE COOK COUNTY CLERK

Human Resources

118 N. Clark Street, Room 230

Chicago, Illinois 60602

(312) 603-5656

STANDARD JOB DESCRIPTION

Deputy Clerk of Public Policy

Job Code: 7762

Job Title: Deputy Clerk of Public Policy

Salary Grade: 24

Position I.D. No.: 0041116

Status: Shakman Exempt

Division: Administration

Job Summary

The Deputy Clerk of Public Policy reports directly to the Clerk and is responsible for managing and coordinating the Cook County Clerk's Office (CCCO) policy and legislative strategy, attending legislative hearings, tracking legislation, working with other County agencies and legal staff. The Deputy Clerk of Public Policy will develop, implement and communicate the legislative and regulatory relations of the CCCO. The Deputy Clerk of Public Policy will work closely with the Clerk and Chief Deputy Clerk to ensure consistent policy development. The Deputy Clerk of Public Policy will answer all policy inquiries posed by Division heads, employees and external agencies. The Deputy Clerk of Public Policy will be the primary liaison between the Clerk's Office and other agencies regarding policy development at the local, state and federal levels.

This position will have access to confidential and sensitive information as a part of crisis/issue management and will participate in "Confidential" meetings, communications and "Policymaking" related items, the position shall be selected by the Clerk of Cook County, or her or his designee.

Essential Job Duties

- Through personal research and networking identifies legislative and public policy issues.
- Develops, manages and evaluates CCCO policy activities and initiatives.
- Analyzes, synthesizes and summarizes dense and complex information accurately, clearly and within a short time frame.
- Leads and manages the research and analysis required to produce policy memos and key reports.
- Works closely with the Clerk and Chief Deputy Clerk to ensure consistent policy development.
- Coordinates with the Clerk, Chief Deputy Clerk, and Deputies to review policies to integrate the advocacy and policy plans into all affected departmental policies.

- Identifies current research tools/methodologies to develop best practices for policy formation and adherence.
- Answers all policy inquiries posed by Department Heads, employees and external agencies.
- Ensures policies are communicated to all employees in an effective and timely manner.

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

Minimum Qualifications

- Bachelor's degree from an accredited college or university.
- Five (5) years of full-time work experience in government affairs at the local, state or federal level.

Knowledge, Skills and Abilities

- Thorough knowledge of federal, state and local laws as it pertains to policies regarding Cook County Government.
- Skill in analyzing research for writing policies and organizing subject matter into a concise document based on findings.
- Ability to communicate effectively both in written and verbal formats to communicate all current and impending policies.
- Ability to make inquiries, convey information and explain or discuss office policy and procedures with other in person or via telephone.
- Skilled in utilizing various search-engines and multi-media resources.
- Ability to maintain confidentiality regarding policy matters.
- Ability to work with diverse communities and demonstrate inclusion.
- Ability and willingness to work evenings and weekends as required for the job
- Skill in the use of Microsoft Word and Excel.

Physical Requirements

- Long periods of time working on computer requiring vision and typing capabilities.

COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER