

OFFICE OF THE COOK COUNTY CLERK

Human Resources

118 N. Clark Street, Room
230
Chicago, Illinois 60602
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STANDARD JOB DESCRIPTION

Executive Assistant to the Deputy Clerk of Elections

Job Code: 7789

Job Title: Executive Assistant to the Deputy Clerk of Elections

Salary Grade: 18

Position I.D. No.: 0049074

Status: Shakman Exempt

Division: Elections

Job Summary

The Executive Assistant to the Deputy Clerk of Elections reports directly to the Deputy Clerk of Elections ("DCE"), or her or his designee. This position supports the DCE in the fulfillment of her or his responsibilities as the head of the Cook County Clerk Office's ("CCCO") Election Division, which is responsible for facilitating specific Suburban Cook County Elections. Primary responsibilities include clerical duties such as scheduling, drafting and responding to correspondences, attending, memorializing and transcribing meetings and meeting details, handling confidential and sensitive information, as well as a host of other administrative tasks. Other key functions of the role include collaboration, coordination and collective organization with various CCCO employees and external partners to prepare for, facilitate, and conclude all Election-related matters. The position requires a candidate who is well-versed in not only administrative and clerical functions, but the ability to multi-task and work independently on projects that are both short-term and long-term in nature. Overall, this position supports the administrative and clerical needs of the DCE and the CCCO Elections Division as a whole in the execution of their duties and responsibilities to the Clerk of Cook County.

Finally, due to the Executive Assistant to the DCE having access to, and participating 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

- Assist and respond to all in-person, telephonic, email or mail communications for the DCE.
- Manage and coordinate the DCE's and Elections Division calendars, which includes but is not limited to, scheduling appointments, updating changes, notifying the DCE of all changes, and contacting requestors via phone or email to notify them of all pertinent information.
- Prepare and draft office memorandums, email communications, and other correspondence on behalf of the DCE – which may be of a confidential and/or time-sensitive nature.
- Contact and communicate with all other governmental agencies on behalf of the DCE as it pertains to matters related to the office.
- Prepare and disseminate reports concerning various aspects of the Elections Division, including but not limited to, early-voting, election judges, electoral board hearings and the officers assigned to them, vendor contracts, equipment, and more..
- Partner with other CCCO Administrative Assistants to execute on large-scale data entry or urgent projects as required and needed.
- Communicate with CCCO Deputy Clerks, Directors and all other staff regarding matters related to the Elections Division

- Assist in the resolution of escalated stakeholder and constituent needs concerning the Elections Division, including but not limited to, the Office of the Cook County Board President, Cook County Commissioners and other County Agencies.
- Attend Cook County Board meetings as requested by the DCE, to collect relevant information related to the Elections Division.
- Coordinate travel plans for the DCE both domestically and internationally, which may include scheduling flight plans, rental cars, and other itinerary specific details.
- Prepare spreadsheets and other databases to track CCCO Elections Division related data.
- Maintain and organize the DCE's project files and matters, through the creation of files, tracking projects on Excel, and creating reports on Elections Division projects as needed.
- Assist the DCE with providing responses to the CCCO's FOIA requests, including maintaining a divisional FOIA project database, working with other Elections Division staff to obtain responsive information, and provide that information to the CCCO FOIA officer(s) in accordance with the requirements of the office.
- Maintain and update the Elections Division's meeting notes, agendas and takeaways.
- Provide general clerical support to the DCE and the Elections Division in her, his or its role in supporting the Chief Legal Counsel as Chair of the Cook County Electoral Board.
- Attend and participate in off-site CCCO events which may include, but are not limited to, conferences, outreach events, legislative hearings, court appearances and more.
- Assist with election-related duties, including but not limited to, assisting with call center volume, election judge training, transporting election collateral or equipment, and all other duties as assigned.
- Provide support as needed to the Special Assistant(s) or Administrative Assistants to the Clerk of Cook County.
- Assist Executive and Elections Division Staff in the coordination of CCCO events, which include but are not limited to, election-related, community outreaches, office functions, Executive staff meetings and more as necessary.

Minimum Qualifications

- High School Diploma or G.E.D.
- Five (5)-years of full time prior experience supporting a manager-level position.
- Well-versed in industry standard software, specifically, Microsoft Office, Excel & Outlook.

Preferred Qualifications

- Bachelor's Degree or higher from an accredited college or university, preferably in Business Administration, Human Resources, Public Administration or a closely-related field
- Seven (7)-years or more of prior experience supporting an executive-level position.
- Five (5)-years of experience working in a governmental environment with union employees.

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 to professionally and effectively coordinate large-scale projects involving multiple parties across the CCCO, partner County agencies and other key stake holders.
- 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.
- This position requires various types of physical exertion with the use of hands, legs, and fingers, including but not limited to, lifting, pushing, pulling, prolonged standing/walking, climbing stairs, operating election and other related equipment, or moving light to moderate weight.
- Ability and willingness to travel to work assignments throughout Cook County, the State of Illinois, United States and possibly internationally, which may require the successful candidate utilize her or his own adequate means of transportation.

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.