

## 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 Recording Operations

**Job Code:** 6664

**Job Title:** Exec Asst to the Deputy Clerk of Recording Ops.

**Salary Grade:** 19

**Position I.D. No.:** 0084396

**Status:** Shakman Exempt

**Division:** Recording Ops

#### Job Summary

Reporting to and directly supporting the Deputy Clerk of Recording Operations, provides assistance on a variety of complex operational and special projects. Under limited supervision, performs a full range of administrative and secretarial duties of considerable importance, which may involve independent judgement. These duties are often of a highly confidential nature and are required to provide continuity, support and efficiency for the Deputy Clerk of Recording Operations in all day-to-day functions in Cook County Clerk's Office ("CCCO"). Serves as the CCCO point of contact for facilities and vendor requests.

#### Essential Job Duties

- Communicates daily with the Deputy Clerk of Recording Operations to receive assignments.
- Completes administrative tasks with minimal supervision, including filing, scheduling, and notetaking.
- Prepares Mail Review department weekly report.
- Compiles and summarizes weekly reports from various CCCO Operations sections to ensure appropriate information is submitted to the Deputy Clerk of Recording Operations.
- Prepares email correspondence, letters, and reports regarding CCCO Operations' status and activities.
- Interfaces, corresponds, and collaborates with County Officials as needed, on behalf of the Chief Deputy Clerk.
- Initiates follow-up action on documents to ensure appropriate information, approval, or signature(s) are obtained within the specified time frame.
- Receives telephone calls and emails from CCCO staff regarding facilities management, technology, and maintenance issues and requests.
- Coordinates with appropriate sections and vendors to resolve issues regarding office space and technology needs for the CCCO office.
- Seeks approval for technology or financially related requests.
- Submits work orders and various requests including for keys, mobile phones, office moves, furniture, telephones, technology, and equipment.
- Retrieves, sorts, counts, and distributes the CCCO Operations' Administration/Executive mail to ensure delivery to the appropriate personnel within the office.
- Identifies time sensitive and legally related mail and directs it to the appropriate party(ies).

- Attends meetings on behalf of or with the Deputy Clerk of Recording Operations to take notes.
- Receives and directs telephone calls, letters, emails, and/or visitors to the appropriate party within CCCO.
- Schedules meetings and appointments for the Deputy Clerk of Recording Operations.
- Updates Deputy Clerk of Recording Operations on his/her schedule on a daily and weekly basis.
- Monitors and requisitions office supplies for the Deputy Clerk of Recording Operations.
- Assists in ensuring the expedited flow of work through CCCO Operations.
- Communicates Deputy Clerk of Recording Operations' instructions both internally and externally.
- Completes special projects at the direction of the Deputy Clerk of Recording Operations.
- Serves as a backup to the Veterans Service Office by completing intake of veteran information, issuing Military and Veterans Discount Cards, processed requests for DD-214s.
- Other duties as assigned.

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

#### **Minimum Qualifications**

- Possession of 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.
- A minimum of one (1) year of full-time paid customer service experience
- Proficiency in Microsoft Word and Excel.

#### **Preferred Qualifications**

- Five (5) years of full-time paid administrative or secretarial work experience at the Executive level
- Three (3) years of full-time paid customer service experience.

#### **Knowledge, Skills and Abilities**

- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Excellent organizational skills.
- Ability to communicate and coordinate with internal and external parties.
- Ability to serve as a liaison and project coordinator.
- Ability to use word processing, spreadsheet, and e-mail software.
- Ability to prepare letters, memos, and reports.
- Ability to complete projects with limited supervision.
- Ability to assist in all scheduling matters.
- Ability to maintain strict confidentiality in all matters.
- Exceptional professional demeanor.
- Ability to make independent competent decisions.

#### **Physical Requirements**

- Lifting (ground to waist level): 30 pounds, daily.

- Pushing (loaded cart): 100 pounds, daily.
- Pulling (loaded cart): 100 pounds, daily.
- Stooping and bending: daily.
- Walking: frequently.
- Standing: daily.
- Ability to sit for at least 2 hours at a time.
- Long periods of time working on computer requiring vision and typing capabilities.

**COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**