

## OFFICE OF THE COOK COUNTY CLERK

### Human Resources

118 N. Clark Street, Room 230  
Chicago, Illinois 60602



### **STANDARD JOB DESCRIPTION** **SPECIAL ASSISTANT TO THE CLERK FOR COMMUNITY AFFAIRS**

**Job Code:** 8893

**Job Title:** Special Assistant to Clerk for Community Affairs

**Salary Grade:** 23

**Position I.D. No.:** 0075246

**Status:** Shakman Exempt

**Division:** Administration

#### **Job Summary**

The Special Assistant to Clerk for Community Affairs reports directly to the Clerk. The Special Assistant to the Clerk for Community Affairs acts in place of the Clerk and communicates the Clerk's position, mission, and priorities to the public. The Special Assistant to the Clerk for Community Affairs advises the Clerk on community issues learned in the course of their outreach and representative capacities. The Special Assistant to Clerk for Community Affairs is responsible for providing administrative support to the Clerk and will attend and participate in CCCO outreach events, as needed. This position provides direct assistance to community groups by presenting information on behalf of the Clerk at lecture/education and question/answer sessions. The Special Assistant to the Clerk for Community Affairs will stand in the place of the Clerk in a variety of settings including, but not limited to; special interest community facing events this role will also serve as the official Clerk's office representative at panelist discussion. The Special Assistant to Clerk for Community Affairs maintains a strict confidentiality on behalf of the Clerk.

This position will have access to confidential and sensitive information 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**

- Attends and presents information on the services provided by the CCCO and the Clerk's initiatives to the public at CCCO outreach events, as needed, and assists in the development, coordination, and assembly of informational packets to be disseminated at community outreach events.
- Acts in place of the Clerk, when necessary, to communicate the Clerk's positions, missions, and priorities to the public.
- Assists in tasks required and ordered by the Clerk related to Community Affairs and reports directly to the Clerk.
- Assesses community issues and concerns that may be impacted by the work of the Cook County Clerk's Office and makes recommendations to the Clerk as initiatives and strategies to for effectuate the Clerk's missions and priorities.
- Develops and assists Deputies and supervisors with day-to-day planning and coordination of events and efforts related to the Clerk's initiatives, including but not limited to Election outreach, Vital Records informational dissemination, Property Fraud information, or Veteran's Affairs. .
- Provides administrative support to the Clerk.

- Attends regular meetings with Clerk, Chief Deputy Clerk, and all Executive Staff members to discuss policy, confidential matters, and any CCCO initiatives; actively participates in such discussions.
- Interacts with CCCO supervisors and division leaders to gain departmental information and suggestions regarding how to improve services to customers, and reports back and make recommendations to the Clerk on such information.

*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.*

#### **Minimum Qualifications**

- A minimum of two (2) years of education at an accredited college or university; AND
- Three (3) years of full-time paid work experience in administrative support capacity OR three (3) years of full-time paid work experience in community engagement/outreach
- Proficient in Microsoft Office and other relevant software.

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

- Comprehensive knowledge of Cook County government programs and services.
- Knowledge and ability to establish and maintain effective cooperative working relationships with the community and other governmental agencies within Cook County.
- Knowledge of the real estate/mortgage industry, elections, or vital records, and the ability follow relevant rules, laws and procedures.
- Skilled public speaker with excellent oral and written communication skills as well as outstanding interpersonal relationship building skills.
- Sound judgment in determining how to respond to the Clerk's positions, policies, and missions to the public.
- Knowledge of common real estate or other recording-related documents within the CCCO.
- Knowledge of ancillary CCCO programs and services, such as vital records, property fraud alerts and recordation and retrieval of Veteran's discharge documents.
- Skill in planning, developing and completing complex assignments with minimal direction.
- Ability to assess a community's issues and concerns related to the work of the CCCO and assist in developing plans and policies in addressing such concerns.
- Ability to exercise good judgment in making decisions and solving problems.
- Ability to work with others and utilize excellent interpersonal skills.
- Ability to establish and maintain confidentiality and trust.
- Ability to speak clearly and concisely before large and small groups.
- Ability to meet Office deadlines and effectively utilize time with limited oversight.

#### **Physical Requirements**

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

**COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**