

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 GOVERNMENT AFFAIRS

Job Code: 7710

Job Title: Special Asst. to the Clerk for Govt. Affairs

Salary Grade: 23

Position I.D. No.: 0035823

Status: Shakman Exempt

Division: Administration

Job Summary

The Special Assistant to Clerk – Government Affairs reports directly to the Clerk and Chief Deputy Clerk. The Special Assistant to Clerk – Government Affairs serves as the “gatekeeper” or main point of contact for individuals or entities wishing to meet or communicate with the Clerk. The Special Assistant to the Clerk - Government Affairs also attends meetings representing the Clerk’s Office with other governmental agencies and community groups, both with the Clerk and in the Clerk’s absence. The person holding this position will have confidential communications with the Clerk and her Executive staff and must be able to maintain strict confidentiality regarding policy matters, as well as matters relating to the Clerk’s schedule and appearances. Attends and participates in CCCO outreach events as a representative of the CCCO, as needed.

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

- Assists in tasks required and ordered by the Clerk and report directly to the Clerk and Chief Deputy Clerk.
- Serves as a liaison between the Clerk and the Deputies Clerk and other Executive Staff.
- Serves as the point of contact for the Clerk for governmental entities and other individuals seeking to meet or communicate with the Clerk.
- Attends meetings with governmental agencies and community groups, both with the Clerk and in the Clerk’s absence.
- Develops and assists supervisors with day-to-day planning and coordination of Administration Department activities.
- Represents the Clerk at Cook County related meetings when there is a conflict with the Clerk’s schedule.
- Attends regular meetings with Clerk, Chief Deputy Clerk, and all Executive Staff members in order to discuss policy, confidential matters, and any CCCO initiatives.

- Interacts with the Clerk supervisors and division leaders to gain departmental information and suggestions regarding how to improve services to customers.
- Engage in confidential communications with the Clerk regarding policy matters and the Clerk's schedule and appearances.
- Provides administrative support to the Chief Deputy Clerk, as needed.
- Attends and participates in CCCO outreach events as a representative of the CCCO, as needed.

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

- An Associate's Degree or its equivalent (at least 60 credit hours or higher) from an accredited college or university and two (2) years of combined full-time work experience in government affairs, public affairs, or work in an administrative support capacity; **OR**
- Possession of a High School Diploma or G.E.D. and five (5) years of combined full-time work experience in government affairs, public affairs, or work in an administrative support capacity

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.
- Knowledge of the real estate/mortgage industry 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.
- Ability to effectively use Microsoft Office and other relevant software.
- Knowledge of common real estate and other recording-related documents within the CCCO.
- Knowledge of ancillary CCCO programs and services, such as 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 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