



COOK COUNTY, ILLINOIS

Executive Assistant II Opportunity in Chicago

The Cook County Department of Budget and Management Services is seeking an **Executive Assistant II** to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Provides diverse, supportive and complex assistance to Executive Assistant Supervisors. Prepares confidential memoranda and materials for the Executive Assistant Supervisor pertinent to scheduled meetings with the President, County Board Commissioners, Bureau Chiefs, Department Heads and as otherwise directed. May supervise support staff personnel on all aspects of office related business. May oversee employees time and attendance records in connection with payroll processing and other County personnel matters. Assists with the preparation and compilation of various reports, operational issues and employment matters as directed by the Executive Assistant Supervisor, including matters highly confidential in nature. Is exposed to confidential information and executive management levels and requires a high level of professionalism, tact and diplomacy. Coordinates special projects, compiles information and completes complex reports.

How do I apply?

Please submit a Cover letter and Resume to Shakmanexemptapplications@cookcountyil.gov.

When are Resumes due?

Until Filled.

SNAPSHOT OF COOK COUNTY:

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation’s first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.
- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

Location:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

Benefits:

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits

Post Offer testing:

All new employees will be required to submit to a satisfactory drug test and background check, based on reports obtained from law enforcement authorities. The reports are based on results from fingerprints taken from all new hires.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5819
Job Title: Executive Assistant II
Salary Grade: 22
Bureau: Bureau of Finance
Department: Budget and Management Services
Dept. Budget No. 1014
Position I.D. # 0134903

Characteristics of the Position

General Overview

Provides diverse, supportive and complex assistance to Executive Assistant Supervisors. Prepares confidential memoranda and materials for the Executive Assistant Supervisor pertinent to scheduled meetings with the President, County Board Commissioners, Bureau Chiefs, Department Heads and as otherwise directed. May supervise support staff personnel on all aspects of office related business. May oversee employees time and attendance records in connection with payroll processing and other County personnel matters. Assists with the preparation and compilation of various reports, operational issues and employment matters as directed by the Executive Assistant Supervisor, including matters highly confidential in nature. Is exposed to confidential information and executive management levels and requires a high level of professionalism, tact and diplomacy. Coordinates special projects, compiles information and completes complex reports.

Key Responsibilities and Duties

Provides highly responsible and confidential administrative work in support of the Executive Assistant Supervisor. In addition, may support or supervise other administrative staff.

Assumes responsibility, in the Executive Assistant Supervisor's absence, for ensuring requests for action or information, which would normally receive the director's attention are made known to responsible managers or personnel who can satisfy the request. Monitors resulting activity for purposes of briefing the Executive Assistant Supervisor.

Provides analytical and specialized administrative support to relieve Executive Assistant Supervisor of and/or assist with complex details and advanced administrative duties.

Creates and maintains files, reviews drafts and finished documents for accuracy and grammar, including documents of a sensitive or confidential nature. Prepares materials for presentation.

Assists in coordinating activities between the department and various outside parties including corporations, non-profit organizations, foundations, sub-grant recipients and local and state elected officials. Also assists Executive Assistant Supervisor in meeting preparation.

Assists with the preparation of regular reports by calculating figures, entering information, collating materials and securing confidential financial data to be presented.

Makes high level contacts of a complex nature inside and outside of the department.

Screens calls and visitors, answers questions in writing or verbally, and handles routine matters pertaining to the administration of the agency. Also arranges meetings, luncheons and travel plans on the Executive Assistant Supervisor behalf.

Keeps abreast of Executive Assistant Supervisor immediate and long-term commitments and plans; identifies conflicts, flags problems for intervention and makes changes as appropriate.

Demonstrates an ability to interact with persons of all backgrounds, cultures and affiliations within all levels of government, business or non-profit entities.

Oversees special projects assigned by the Executive Assistant Supervisor.

Performs other tasks and duties as assigned by Executive Assistant Supervisor.

Knowledge, Skills and Abilities

Knowledge of specialized administrative procedures and regulations particular to area of assignment.

Knowledge of good office management principles and knowledge of supervisory and training techniques.

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment.

Skill and proficiency in the use of a computers and associated software programs.

Ability to follow-up in a thorough and timely manner relative to all requests and/or unresolved business.

Skill and accuracy in the control, organization and maintenance of files and records according to various methods.

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Skill in the application of complex instructions, written and verbal; ability to accurately relate such instructions in full or part to other administrative staff.

Ability to coordinate several tasks at one time and perform well under pressure; ability to fill in for and perform the duties of designated support staff, as needed; ability to relieve management of certain administrative functions.

This position may require traveling to work assignments for which the employee must provide his or her own adequate means of transportation.

Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's Degree and six (6) years of experience in a responsible administrative role within an executive office environment or eight (8) years of experience in a responsible administrative role within an executive office environment.
- Knowledge of the Microsoft Office Suite, including Microsoft Outlook, Word, Excel, PowerPoint and other advanced office software is required.

Preferred Qualifications

- Experience supporting a senior executive.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.