

OFFICE OF THE COOK COUNTY CLERK

Human Resources

118 N. Clark Street, Room 230
Chicago, Illinois 60602
(312) 603-5656



STANDARD JOB DESCRIPTION CHIEF DEPUTY CLERK

Job Code: 0571
Job Title: Chief Deputy Clerk
Salary Grade: 24

Position I.D. No.: 0035824
Status: Shakman Exempt
Division: Administration

Job Summary

The Chief Deputy Clerk serves as the Clerk's Chief of Staff. The Chief Deputy Clerk reports directly to the Clerk and is responsible for the daily management of the Cook County Clerk's Office (CCCO). The Chief Deputy Clerk has the responsibility for providing direct supervision and oversight of Executive staff and all management staff. The Chief Deputy Clerk meets with Deputy Chief of Staff and Legal Counsel to ensure adherence to various CCCO policies including, but not limited to, past practices, collective bargaining agreements, arbitration decisions, and County Board Ordinances. The Chief Deputy Clerk is responsible for re-examining CCCO policy, enforcing established guidelines, exploring ideas for reorganization and maintaining strict confidentiality on behalf of the Clerk.

On occasion, the Chief Deputy Clerk may attend Cook County Board meetings as well as schedule one-on-one meetings with County Commissioners to offer updates on CCCO initiatives as well as budgetary and procurement matters. The Chief Deputy Clerk will assist in the development of Request for Proposals. The Chief Deputy Clerk will host meetings with vendors and prospective vendors and ensure vendor compliance with contracts. The Chief Deputy Clerk participates in local union contract negotiations with the Deputy Chief of Staff & Labor Counsel. The Chief Deputy Clerk serves as management liaison for labor, elected officials, and civic organizations. The Chief Deputy Clerk attends Chief of Staff meetings with other independently elected official's chiefs to establish a collaboration of procedures at the County Board level.

In conjunction with the Clerk, the Chief Deputy Clerk is responsible for attending national, state, zone, and collar counties' clerk conferences. The Chief Deputy Clerk hosts government/private industry meetings with title companies to establish lines of communication and feedback on CCCO operational procedures. The Chief Deputy Clerk analyzes national recording trends, including fraud prevention and advises the Clerk accordingly. The Chief Deputy Clerk is also expected to resolve customer complaints, employee, vendor, and labor issues, as well as mitigate intra-governmental and inter-governmental issues that rise to the level of executive intervention. The Chief Deputy Clerk oversees the CCCO's efforts to comply with internal and external audits and responds to audit findings, if any. The Chief Deputy Clerk is responsible for assisting the Deputy Clerk of Finance with the preparation and approval of the CCCO annual budget.

The Chief Deputy Clerk is an Exempt Position, and his or her employment may be subject to Political Reasons or Factors. The Chief Deputy Clerk shall be selected by the Clerk.

Essential Job Duties

- Acts as advisor to the Deputy Clerk on all matters related to the CCCO and ensures all CCCO staff adheres to the Clerks mission of accuracy, efficiency and advocacy.

- Responsible for enforcing relevant portions of the CCCO Policy Manual (Manual), including the preparation and issuance of Incident Reports, providing Counseling and issuing Disciplinary Action when appropriate.
- Oversees Executive Assistant to the Chief Deputy Clerk and Legal Counsel, Deputy Chief of Staff & Labor Counsel, and Executive Staff members' schedules, authorizes time-off requests, and reviews and monitors employees' time usage practices.
- Ensures the Executive Assistant to the Chief Deputy Clerk and Legal Counsel is trained to perform their essential job duties
- Serves as a policy advisor to the Clerk and develops CCCO policy in conjunction with the Executive Staff including but not limited to the Clerk and Deputy Clerks.
- Attends regular meetings with the Clerk and all Executive Staff members in order to discuss policy, confidential matters, and any CCCO initiatives.
- Offers verbal evaluations to the Clerk on County Board agenda items, procedures, and unfunded mandates.
- Provides direct and indirect oversight of the day-to-day operations of the CCCO.
- Establishes operations policies and procedures, identifies areas of the operation that could benefit from re-organization, and receives and offers input on a variety of operational issues.
- Ensures adherence to state statutes, Cook County ordinances, applicable Collective Bargaining Agreements, and the CCCO Policy Manual.
- Reviews written or verbal reports generated by Deputy Clerks and advises the Clerk of same on any other CCCO matters.
- Meets with various Cook County agencies including but not limited to the Cook County Office of Budget and Management in order to advise Clerk of same and finalize annual budget.
- Participates in the preparation of the CCCO annual appropriation budget working collaboratively with the Clerk, Deputy Chief of Staff & Labor Counsel, and Deputy Clerk of Finance.
- Reviews, oversees, and authorizes annual budget appropriation requests and approves the CCCO annual budget.
- Reviews and approves annual report to Cook County Commissioners and meets with Commissioners individually regarding policy initiatives and lobbying on behalf of the Clerk.
- Represents the Clerk before the community and various interest groups and ensures the Clerk's agenda and mission are consistently and effectively communicated.
- Attends confidential union negotiations or participates in labor/management meetings as needed.
- Assists the Clerk, Deputy Clerks, and Chief Legal Counsel with the legislative policy agenda and any new policy initiatives including analyzing legislative policy, maintaining strict confidentiality on all policy matters, and interfacing with other government agencies on behalf of the Clerk.
- Meets with Chief Legal Counsel and Deputy Chief of Staff & Labor Counsel regularly for status reports on all pending litigation against the CCCO and acts as advisor to Clerk regarding settlement proposals.
- Coordinates with the Deputy Clerk of Finance and Deputy Chief of Staff & Labor Counsel, as necessary, to review all hiring and payroll to ensure the CCCO is operating within budgeted amounts.
- Coordinates with the Deputy Clerk of Finance and Deputy Chief of Staff & Labor Counsel, as necessary, to oversee all internal and external audit requests.
- Attends discipline meetings with the Deputy Chief of Staff & Labor Counsel and Deputy Clerk of Human Resources in order to monitor disciplinary matters, ensure timeliness and consistent practices with regard to discipline.
- Reviews and approves Standard Operating Procedures for the CCCO.
- Coordinates with the CCCO Information Technology Division, the Cook County Bureau of Technology and Cook County Information Security Office on matters related to cybersecurity.
- Makes policy decisions relating to CCCO technology.

- Assists the Human Resources Division with conducting interviews by participating in interview panels as needed.
- Attends and participates in CCCO outreach events, as needed.

This list represents the essential tasks performed by the Position. Employees may be assigned additional Position-related duties by management as required.

Minimum Qualifications

- Bachelor's degree from an accredited college or university.
- Seven (7) years of full-time paid work experience in a governmental agency at least three (3) years of which was in a supervisory capacity.
- One (1) year of full-time paid work experience implementing workplace policies.
- One (1) year full-time paid work experience lobbying governmental agencies or working in a legislative office.

Knowledge, Skills and Abilities

- Knowledge of Cook County government programs, policies, procedures and legislation that may impact the operation of the Clerk's Office.
- Knowledge of all CCCO technology including computer system, workstations, public terminals, and internet access.
- Knowledge of CCCO's Policy Manual and the Collective Bargaining Agreement between SEIU LOCAL 73 and the CCCO.
- Excellent oral and written communication skills as well as interpersonal relationship building skills.
- Skill in planning, developing and completing complex assignments with minimal direction.
- Skilled in project management.
- Strong leadership and organizational skills.
- Ability to prepare an annual budget that may incorporate real estate trends.
- Ability to write reports, business correspondence, and procedures.
- Ability to effectively present information and respond to questions from employees, other County Offices, and the general public.
- Ability to perform conflict resolution, to establish and maintain professional decorum and to make decisions in a fair and objective manner.
- Ability to supervise and evaluate staff, to delegate assignments and monitor progress.
- Ability to establish and maintain effective cooperative working relationships with the community and other governmental agencies.
- Ability to interpret rules, regulations, and policies.
- Ability to exercise good judgment in making decisions and solving problems.
- Ability to establish and maintain confidentiality and trust.
- 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