

## 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 Chief Deputy Clerk and the Chief Legal Counsel

**Job Code:** 7779

**Job Title:** Executive Assistant to the Chief Deputy Clerk  
and the Chief Legal Counsel

**Salary Grade:** 20

**Position I.D. No.:** 0045116

**Division:** Administration

**Status:** Shakman Exempt

### Job Summary

The Executive Assistant to the Chief Deputy Clerk and Chief Legal Counsel reports directly to the Chief Deputy Clerk (“CDC”) and the Chief Legal Counsel (“CLC”). Primary responsibilities include the coordination of executive communications, which includes in-person visitors, fielding phone calls, responding to emails, and drafting written correspondence to be mailed or hand-delivered. This individual manages all aspects of the CDC and CLC’s calendars, which can include scheduling appointments, updating any and all changes, and notifying all parties of such changes. The Executive Assistant to the Chief Deputy Clerk and Chief Legal Counsel is also responsible for meetings attended by the CDC and CLC, which may include, but is not limited to: preparing agendas, accompanying the Chief Deputy Clerk for the purpose of memorializing key details, executing on meeting action items, maintaining confidential and time-sensitive information, and following up with attendees regarding any takeaways from such meetings. This position will also be responsible for the project and file maintenance of the CLC’s files as Legal Counsel, FOIA officer, and the Chair of the Cook County Electoral Board. Overall, this position supports the administrative and clerical needs of the CDC and CLC in the execution of their duties and responsibilities to the Clerk of Cook County. Accordingly, the position requires the utmost professional demeanor and composure.

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.

### Essential Job Duties

- Assist and respond to all in-person, telephonic, email or mail communications for the CDC and CLC which includes but is not limited to responding to general email inboxes and mailed letters.
- Manage and coordinate the CDC and CLC’s calendars, which includes but is not limited to, scheduling appointments, updating changes, notifying the CDC and CLC of all changes, and contacting requestors via phone or email to notify them of all pertinent information.
- Prepare and draft office memorandums, email communications, and other correspondence on behalf of the CDC and CLC – which may be of a confidential and/or time-sensitive nature.
- Contact and communicate with all other governmental agencies on behalf of the CDC and CLC as it pertains to matters related to the office.
- Collect and organize divisional and administration reports related to, but not limited to, the Cook County Clerk’s Office’s (“CCCO”) budget, departmental performance metrics, policy initiatives and other items.

- Partner with other CCCO Executive and Administrative support staff Assistants to execute on large-scale data entry or urgent projects as required and needed.
- Communicate with CCCO Deputy Clerks, Directors and all other staff regarding matters related to the CDC and CLC.
- Assist in the resolution of escalated stakeholder and constituent needs, including but not limited to, the Office of the Cook County Board President, Cook County Commissioners and other County Agencies.
- Attend Cook County Board meetings as requested by the Chief Deputy Clerk, to collect relevant information related to the Clerk's Office.
- Coordinate travel plans for the CDC and CLC both domestically and internationally, which may include scheduling flight plans, rental cars, and other itinerary specific details.
- Prepare spreadsheets and other databases to track CCCO related data.
- Maintain and organize the CLC's project files and matters, through the creation of files, tracking projects on Excel, and creating reports on legal projects as needed.
- Assist the CLC with management and oversight of the CCCO's FOIA program, including maintaining the FOIA project database, working with Departments to obtain responsive information, and respond to FOIA requesters in accordance with the requirements of the Freedom of Information Act.
- Maintain and update the CCCO's litigation project database and coordinate with the Cook County State's Attorney's Office personnel as necessary.
- Provide general clerical support to the CLC in their role as Chair of the Cook County Electoral Board.
- Attend and participate in off-site CCCO events which may include, but are not limited to, conferences, outreach events, legislative hearings, court appearances and more.
- Assist with election-related duties, including but not limited to, assisting with call center volume, election judge training, transporting election collateral or equipment, and all other duties as assigned.
- Provide support as needed to the Special Assistant(s) or Administrative Assistants to the Clerk of Cook County.
- Assist Executive Staff in the coordination of CCCO events, which include but are not limited to, election-related, community outreach, office functions, Executive staff meetings and more.

#### **Minimum Qualifications**

- Associate's Degree from an accredited college or university **AND** three (3) years of full-time work experience supporting an executive-level position or legal administrator, **OR**;
- High School Diploma or the General Education Development (G.E.D.) Certificate **AND** five (5) years of full-time work experience supporting an executive-level position or legal administrator.
- Proficient in Microsoft Word, Excel and Outlook.

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

- Proficient knowledge of Microsoft Office Suite.
- Excellent verbal and written communications skills, and specifically the ability to communicate effectively with varying levels of CCCO staff, constituents and stakeholders.
- Ability to work independently, to prioritize, plan and organize projects and tasks involving multiple parties.
- Willingness and skill in initiating, developing and maintaining professional relationships with internal and external constituents and stakeholders.
- Ability to maintain discretion and the utmost confidentiality with policy-related, legal and other Administration-exclusive information.
- Ability to dictate, transcribe and draft communications quickly while ensuring accuracy.
- Well-versed in drafting and developing administrative reports.
- Well-organized and skilled with scheduling, file organization and project management.

- Ability to professionally and effectively coordinate large-scale projects involving multiple parties across the CCCO, partner County agencies and other key stakeholders.
- Ability and willingness to work flexible hours, including but not limited to, evenings and weekends.
- Must be self-directed, innovative and possess a positive attitude.
- Ability to demonstrate keen attention to detail, accuracy and precision. Valid driver's license and ability and willingness to travel to work assignments throughout Cook County.

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