



## **ADMINISTRATIVE ASSISTANT III** **(Office of Inspector General)**

Visit [www.igchicago.org](http://www.igchicago.org) to apply

Under general supervision, this position performs administrative and office management support functions for a city manager, and performs related duties as required.

### **DUTIES:**

Performs confidential general administrative duties with discretion and judgment, and regularly acts with initiative and independence in relieving a senior executive of administrative matters. Performs some administrative financial activities. Must be able to work with little supervision and display high level of professional maturity when dealing with office personnel and other City officials.

- Researches, compiles and analyzes data to prepare programmatic and administrative reports.
- Updates and maintains office's case management system, and creates other databases and spreadsheets using various software packages.
- Composes correspondence for general functions of office administration. Answers inquiries and requests for information, selects and issues letters and other correspondence with minimum supervision.
- Edits and proofreads documents, reports, and correspondence.
- Assists with data entry and other special projects.
- Answers incoming telephone calls takes accurate messages and promptly relays them. Documents complaints or inquiries received from the general public through the office hotline.
- Arranges telephone and conference calls as requested. Screens visitors.
- Regularly performs significant and recurring administrative tasks with a high degree of initiative, independence, and accuracy. Exercises judgment in application of policies and practices in handling matters which do not require personal attention of executive within assigned limits including providing responses to staff inquiries. Maintains front office action log.
- Arranges all administrative aspects of meetings including scheduling, tech services, and material preparation. Manages and maintains executive's calendar to anticipate needs and determine the information and/or documents which the executive will require. Recognizes demands on executive's time and arranges schedule, accordingly, including in times of peak activity.
- Opens, reviews and sorts by importance and category all incoming mail and correspondence for executive. Handles routine matters. Reviews for completeness and clarity correspondence and reports submitted for information, review, or approval.
- Handles confidential matters and materials in a discreet way.
- Monitors emails for actions required.
- Other tasks as assigned.

## SKILLS AND ABILITIES:

- Must have demonstrated experience proactively identifying and analyzing problems, generating alternative solutions, and making decisions on choices with minimal or no supervision, preferably related to human relationship management.
- Must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting high level executive.
- Must be able to work well without supervision.
- Must be able to work in a team environment, determine priorities, and assume initiative.
- Must be flexible and able to work in a fast-paced environment handling multiple and changing priorities.
- Must be detail-oriented and have demonstrated proof-reading skills.
- Must exhibit effective interpersonal skills with an emphasis on customer service.
- Must have strong verbal and written communication skills.
- Must have demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Consistently demonstrates high standards of excellence and sound judgment, taking appropriate actions regarding questionable findings or concerns and continually striving to deliver the highest-caliber work.
- Must possess a very high sense of urgency.
- Must be discrete and capable of handling sensitive or confidential matters.

**MINIMUM QUALIFICATIONS:** Three years of progressively responsible office administrative experience, preferably to senior executives, or an equivalent combination of training and experience.

**PREFERRED QUALIFICATIONS:** Associate degree, paralegal certification, or two years working for a law firm or an equivalent in-house legal team is preferred.

**ANNUAL SALARY:** **Range: \$44,604 – \$72,744 (annual increases first three years)**  
**Starting \$44,604 (non-negotiable);** Post six-month review \$46,776

**TRAVEL AND SCHEDULE:** Travel outside Chicago is not required.  
Work schedule is between 8:30am-5:00pm M-F

**RESIDENCY REQUIREMENT:** Employees must be a resident of the City of Chicago and proof of residency is required at the commencement of employment.

**KNOWLEDGE SKILL AND ESSAY REQUIREMENT:** A passing score on a knowledge skill test(s) and/or essay may be required.

## WE VALUE DIVERSITY

The Office of the Inspector General (OIG) is an equal opportunity employer.

OIG is an inclusive organization that hires and develops all its staff of all levels regardless of race, religion, color, ethnicity, national origin, ancestry, marital or parental status, sex, gender expression or identity, sexual orientation, physical or mental ability, age, veteran status, and all other characteristics protected by law.

OIG strives to create the kind of workplace where a socially diverse mix of people can thrive professionally. We pride ourselves in meeting our legal charge to promote economy, effectiveness, efficiency, and integrity in government. Through the hard work of our passionate and innovative team, OIG aims to serve every community with equity, respect, and dignity.

**THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY AND MILITARY FRIENDLY EMPLOYER**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. The City of Chicago does not participate in E-Verify (Employment Eligibility Verification System). In addition, employment at the Office of Inspector General is contingent upon a satisfactory criminal background check.