



## **EXECUTIVE ADMINISTRATIVE ASSISTANT II** **(Assistant to the Inspector General)**

**MINIMUM QUALIFICATIONS:** A Bachelor's Degree from an accredited college or university, plus two years of work experience performing secretarial and/or administrative support functions; or an equivalent combination of education, training and experience

**DUTIES:** Relieves the Inspector General of clerical and administrative type functions by regularly performing significant and recurring administrative tasks with a high degree of initiative and independence. Exercises judgment in application of policies and practices in handling matters which do not require personal attention of the Inspector General. The successful individual:

- Maintains the Inspector General's calendar and schedules appointments; schedules meeting rooms and manages meeting arrangements and logistics.
- Monitors emails for actions required.
- Handles confidential matters and materials in a discreet way.
- Confers with Office managers on status of various projects, reports, or critical issues and reports accomplishments and critical issues to apprise the Inspector General.
- Coordinates the work of other office support staff in the executive office that involves the Inspector General.
- Relays requests for information and directives from the Inspector General to Office staff and provides status reports.
- Reviews correspondence and other materials requiring Inspector General's signature before presenting for signature.
- Assists with Human Resources responsibilities such as recruitment and onboarding new employees.
- Conducts research and prepares correspondence in response to inquiries or information requests for the Inspector General's signature
- Works on special projects and handles special assignments as directed by the Inspector General or Chief of Staff
- Makes travel and hotel arrangements and prepares paperwork for travel reimbursements
- Demonstrates ability to use MS Word and Excel in typing a variety of correspondence and creating spreadsheets and databases to maintain and track information
- Prepares Power Point materials including charts and presentations

**ANNUAL SALARY:** Range \$58,968 – \$96,096 (annual increases first three years)

**Starting \$58,968 (non-negotiable);** Post successful six-month review \$61,776

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

**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.**