

Job Description

ADMINISTRATIVE ASST III (CCPSA)

377970

Description

BID / JOB ANNOUNCEMENT

Administrative Assistant III
Community Commission of Public Safety & Accountability
(CCPSA)

NUMBER OF VACANT POSITION(S): One (1)

BID INSTRUCTIONS:

Apply on the bid site: <https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en>

AND

1. **Check the box** on your profile titled “Currently employed by the City of Chicago.”
2. **Enter your employee ID** (located on your pay stub labeled ‘payee/employee number’)
3. **Select your correct bargaining unit**

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION

Under general supervision, the class performs administrative and office management support functions for a city manager or supervises clerical and administrative office operations; and performs related duties as required.

ESSENTIAL DUTIES

- Maintaining Deputy Director’s appointment calendar and schedules and organizing meetings
- Corresponding with venues ahead of commission meetings (site visits/walkthroughs)
- Corresponding with individual commissioners ahead of meetings for attendance and to make sure that they have all the materials they need for the meeting to be successful
- Ensuring that materials are distributed ahead of commission meetings
- Creating and ordering table tents and nametags ahead of commission meetings.

- Creating and maintaining sign-in sheets for meetings
- Helping maintain a stakeholder contact list
- Maintaining constant contact mailing list and newsletter
- Ensuring that relevant staff is aware of the meetings and the role that they are expected to play during commission, staff, and committee meetings
- Securing and corresponding with translation services as needed

- Managing important files and correspondences
- Creating and maintaining organized filing and data-keeping systems for all internal and external documents
- Working with commission staff to place supply orders
- Working with commission staff to onboard new employees
- Notetaking during meetings and site visits

- Coordinating production of posters, and materials for projects and events
- Editing and proofreading documents and reports

- Reviewing incoming correspondences and drafting standard responses
- Creating and distributing promotional materials for meetings, in-person events, virtual events, training sessions, etc. using various software packages including Canva and Constant Contact
- Attending meetings in the absence of the Deputy Director, as required

- Assisting the CCPSA Executive Assistant with projects and tasks as requested.
- Creating and maintaining databases Studying office operational processes and recommending procedural changes to improve efficiencies.
- Creating and maintaining databases and spreadsheets using various software packages.
- Relaying and interpreting management directives to staff
- Preparing various work reports regarding office expenditures, work operations, and staff activities.

- Attends meetings in the absence of the supervisor, as required
- May participate on task force committees to evaluate existing processes and recommend methods to improve systems
- Assist the CCPSA Executive Assistant with projects and tasks as requested

NOTE: The list of essential duties is not intended to be inclusive; other duties may be essential to particular positions within the class.

Location: 2 N, LaSalle St. Suite 725
 Days: Monday-Friday, with some evenings and weekends.
 Hours: Between 8 am-4 pm, 9am-5pm, 10am-6pm
 Salary: **\$57,240**

(Shift May Varies due to Operation)

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three (3) years of administrative or secretarial experience, or an equivalent combination of education, training, and experience

Preference will be given to candidates possessing the following:

- Project coordination certification a plus
- English or history Undergrad
- Proficiency in MS Word, Excel, and PowerPoint.

SELECTION REQUIREMENTS: This position requires applicants to successfully **pass** a skills assessment test **IN ORDER TO BE** interviewed. Test results will be sent out by the Department of Human Resources after test results have been analyzed and compiled. The interviewed candidate(s) who possess the qualifications best suited to fulfill the position's responsibilities will be selected.

VETERANS PREFERENCE NOTE: The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veteran's preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question

on the online application that asks, “Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?” In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationery stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationery verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference.**

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second-party applicants will be accepted.

Residency Requirement: All employees of the City of Chicago must be actual residents of the city as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago Department of Human Resources at 312-744-4976 or disabilityaccommodations@cityofchicago.org. Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Opportunity and Military Friendly Employer.

City of Chicago

Department of Human Resources

Brandon J. Johnson, Mayor

Christopher K. Owen, Commissioner

Please note, all positions with the City of Chicago close promptly at 11:59pm C.D.T. Applications for this position will be accepted until 11:59p.m. C.D.T. on June 9, 2023. No exceptions will be made.

Posting Date May 26, 2023 | **Closing Date (Period for Applying) - External:** Jun 9, 2023
Salary: \$57,240 **Pay Basis:** Yearly