

## **ADMINISTRATIVE ASSISTANT TO DEPUTY CORPORATION COUNSEL**

### **JOB ANNOUNCEMENT**

#### **DEPARTMENT OF LAW**

Administrative Services Division

Number of Vacancies: 1

The City of Chicago Law Department is seeking an administrative assistant to the Deputy Corporation Counsel for the Administrative Services Division.

The Administrative Services Division supports the Department of Law's operations with units in Human Resources, Finance, IT, and Facilities.

Some of the essential duties of this position include, but are not limited to:

- using Microsoft Office including Word, PowerPoint and Excel to prepare correspondence, reports, presentations and create spreadsheets;
- ordering office supplies for the division
- organizing and maintaining confidential paper and electronic files;
- screening telephone calls and visitors and scheduling appointments;
- responding to inquiries from the general public, city officials, governmental agencies, and City attorneys and support staff;
- coordinating travel arrangements, including preparing travel documents for the Department of Law;
- verifying and maintaining timekeeping records for the Deputy and other division attorneys;
- conducting research and working on special projects;
- providing administrative support for department's contract administration;
- coordinating the hiring and onboarding of new staff and volunteers to the division;
- providing general administrative support to the division
- communicating policy and procedure updates to other Law Department AADs

## **APPLICATION PROCESS**

You must submit (1) a cover letter and (2) your resume in electronic copy to:

La Vern Scott-Levy

[LaVern.Scott-Levy@cityofchicago.org](mailto:LaVern.Scott-Levy@cityofchicago.org)

Department of Law

2 North LaSalle Street, Suite 560

Chicago, IL 60602

## **THIS POSITION IS SHAKMAN EXEMPT**

## **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a bachelor's degree, plus two years of legal/administrative support and/or secretarial experience; or an equivalent combination of education, training, and experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Candidates should have:

- Considerable experience with Microsoft Word and Excel software;
- Excellent organizational and communication skills; and
- Some knowledge of legal terminology or contract administration

## **RESIDENCY REQUIREMENT**

All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal code. Proof of residency will be required.

### **City of Chicago**

Lori E. Lightfoot

Mayor

### **Department of Law**

Celia Meza

Corporation Counsel

### **Department of Human Resources**

Christopher Owen

Commissioner

## **ANNUAL SALARY**

Entry level – \$61,920