

OFFICE OF THE COOK COUNTY
RECORDER OF DEEDS

Human Resources

118 N. Clark Street, Room 230
Chicago, IL 60602
(312) 603-5095

STANDARD JOB DESCRIPTION

Deputy Recorder – Communications

Job Code: 0294
Job Title: Deputy Recorder - Communications
Salary Grade: 22
Division: Administration

Department Budget No.: 5710801
Position I.D. No.: 9501887
Shakman Status: Exempt

Job Summary

The Deputy Recorder – Communications position reports directly to the Recorder and his/her Chief Deputy Recorder. His or her first and foremost responsibility is to handle the press and media outlets, specifically addressing issues about and confronting the Office. He or she is responsible for community outreach and informing the community and various interest groups about the office and how the office services them and how they may, individually or collectively, use the office. The Deputy Recorder - Communications determines the procedures associated with addressing issues with the public through media outlets. The Deputy Recorder – Communications is responsible for project assignments given to him or her by the Recorder or the Chief Deputy. Last, the Deputy Recorder – Communications oversees the Communication Division within the Cook County Recorder of Deeds. The Deputy Recorder - Communications is an Exempt Position, and his or her employment will be subject to Political Reasons or Factors. The Deputy Recorder – Communications shall be selected by the Recorder.

Essential Job Duties

- Develops procedures to address media outlets concerning issues related to the Office. Address the media concerning the same, as necessary.
- Informs the community and various interest groups about the Office's functions and utility.
- Provides oversight of the day-to-day operations of the Cook County Recorder's Communication Division.
- Assists in scheduling, coordination and attendance of the Cook County Recorder outreach efforts.

Minimum Qualifications

- Bachelor's Degree from an accredited college or university.
- Like or similar work experience in private industry, public or government.
- 5 or more years of full-time professional work experience in either: a) a supervisory role, or b) managing projects/initiatives.

- Computer literate with industry standard software, including Microsoft Office programs.

Knowledge, Skills and Abilities

- Knowledge of Microsoft Office and other relevant software.
- Knowledge of Cook County government programs and services and the real estate/mortgage industry.
- Skilled public speaker with excellent oral and written communication skills as well as interpersonal relationship building skills.
- Ability to establish and maintain effective cooperative working relationships with the community and other governmental agencies.
- Ability to interpret rules, regulations, and policies.

Any offer of employment will be contingent on the applicant passing a drug screening test, background check and any required pre-employment testing.

The duties listed are not set forth for 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.