

**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**

**SPECIAL ASSISTANT TO THE RECORDER – COMMUNITY AFFAIRS**

Job Code:	Department Budget No.:
Job Title: Special Assistant to the Recorder (Community Affairs)	Position I.D. No.: 0903543
Salary Grade: 23	Shakman Status: Exempt
Division: Administration	Salary:

**Job Summary**

Reporting directly to the Recorder and her/his Chief Deputy Recorder, the Special Assistant to the Recorder – Community Affairs is responsible for developing and executing a strategic plan to implement, and participate in, a community outreach program that expands public knowledge and participation in programs that fall under the Recorder's policy agenda. This is a high level executive position that will require the person holding the position to have the ability to work independently and also maintain the confidentiality of sensitive information. The Special Assistant to the Recorder – Community Affairs will develop and maintain relationships with constituent, community and business groups and other interested parties in an effort to communicate and promote the Recorder's policies and programs. The Special Assistant to the Recorder – Community Affairs must maintain a working knowledge of pending legislation relating to issues that are a part of the Recorder's policy agenda, and will be required to conduct research regarding issues that are a part of the Recorder's policy initiatives. The Special Assistant to the Recorder – Community Affairs will be responsible for drafting materials, creating presentations, and giving presentations educating the public on the programs offered by the Cook County Recorder of Deeds' Office. The Special Assistant to the Recorder – Community Affairs will also be involved in the development of policies and programs that will be geared at the reduction of property fraud in Cook County. The Special Assistant to the Recorder – Community Affairs is required to coordinate, attend, and staff outreach events and will be required to work a flexible schedule in order to accommodate evening and/or weekend policy and outreach events.

**Essential Job Duties**

- Develop and implement an overall strategic community outreach plan that would expand public knowledge of and participation in Recorder's programs.
- Develop and maintain relationships with advocacy and policy groups involved in subjects related to the Recorder's Programs.

- Collaborate with the Recorder, Deputy Recorders and other Recorder staff to develop various Recorder policy objectives and to identify possible community outreach possibilities relating to these policy objectives.
- Collaborate with Deputy Recorders and other Recorder staff in drafting marketing materials and presentations to educate the public on the programs and services offered by the Cook County Recorder of Deeds' Office.
- Serve as liaison and spokesperson for the Cook County Recorder of Deeds' Office with constituent groups at outreach events countywide.
- Maintain up to date knowledge of new legislation passed at the State and County levels that would impact various objectives and programs of the Recorder, including but not limited to legislation that relates to Property Fraud or Veteran's Services.
- Analyze data in an effort to identify and target communities and groups for outreach programs.
- Working in conjunction with the Recorder's Property Fraud Unit to develop new programs that will effectuate the reduction of property fraud in Cook County.
- Working in conjunction with the Recorder's Property Fraud Unit to develop a property fraud working group consisting of educators, social service specialists, community-based advocates, real estate professionals, law enforcement, and other stakeholders to develop a property fraud program for the Cook County Recorder of Deeds Office.
- Work with Veterans groups and groups representing the Armed Services to develop an outreach plan that will effectively communicate and implement the Recorder's program for veterans' services.
- Research and analyze issues per the Recorder's direction in an effort to establish and evaluate outreach programs involving aspects of the Recorder's policy agenda.
- Develop and maintain relationships with professionals within the business and service industry, elected officials, community organizations and special interest groups.
- Review new developments and media reports related to Property Fraud and Veteran Outreach and other areas of the Recorder's programs.
- Develop marketing plans and materials promoting the programs of the Recorder and services offered by the office.

- Creates, evaluates and participates in outreach events and represents the Cook County Recorder's Office at community events, including but not limited to, events where the Office's property fraud prevention and veteran's service programs are to be promoted.
- Willing and able to work a flexible schedule when required to accommodate evening and/or weekend community outreach related events.
- Develop marketing materials to be used at Recorder community outreach events
- Create presentations to be used at Recorder community outreach events.
- Gives outreach presentations, including presentations relating to Veteran's Affairs and Property Fraud to the public at community outreach events.

#### **Minimum Qualifications**

- Bachelor's Degree.
- A minimum of five (5) years of experience in public relations, communications, marketing, or civic or community outreach.
- Possession of a valid Illinois Driver's License.

#### **Preferred Qualifications**

- Proficiency in Microsoft Word, Excel & PowerPoint.

#### **Knowledge, Skills, Abilities and other Characteristics**

- Ability to formulate plans, strategies, and policies.
- Ability to network with advocacy and policy groups.
- Ability to work effectively with a variety of community groups, law enforcement agencies and private industry personnel.
- Familiarity with Chicago and the adjoining Cook County suburbs.
- Ability to maintain the confidentiality of specific strategic policy initiatives of the Recorder.
- Analytical and conceptual thinking.
- Strong project management skills.
- Ability to successfully work under pressure and meet deadlines.
- Ability to write in a clear and coherent manner.
- Public speaking
- Ability to utilize problem-solving skills.
- Ability to make independent competent decisions.
- Knowledge of governmental processes.

**The Duties listed are not set forth for purposes 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 an employee's normal line of work.**

**THIS POSITION IS EXEMPT FROM THE GENERAL HIRING PROCESS AND THE SHAKMAN SUPPLEMENTAL RELIEF ORDER. AS SUCH, POLITICAL REASONS OR FACTORS MAY BE UTILIZED FOR ALL EMPLOYMENT ACTIONS RELATED TO THIS POSITION.**