

## **Cook County Recorder of Deeds**

118 N. Clark Street, Room 230  
Chicago, IL 60602

Job Code: 0294  
Job Title: Administrative Assistant to Recorder  
(Proposed Title Change: Special Assistant to Recorder – Government Affairs)  
Salary Grade: 23  
Department: Administration  
Dept. Budget No. 130  
Position I.D.# 9501863  
Shakman Status: Exempt

### **Characteristics of the Position**

#### **General Overview**

The Special Assistant to Recorder – Government Affairs works for the Recorder and Chief Deputy Recorder. The Special Assistant to Recorder – Government Affairs attends meetings representing the Recorder’s Office with other governmental agencies and community groups, both with the Recorder and in the Recorder’s absence. The Special Assistant to Recorder – Government Affairs is involved in community and ethnic outreach initiatives to promote a better understanding of the Recorder’s duties and functions, and to encourage residents to assume responsibility for the management of their individual properties. This position also provides direct assistance to groups by means of lecture/education and question/answer sessions.

The Special Assistant to Recorder – Government Affairs is an Exempt Position, and his or her employment will be subject to Political Reasons or Factors. The Special Assistant to Recorder – Government Affairs shall be selected by the Recorder.

#### **Key Responsibilities and Duties**

Assist in tasks required and ordered by the Recorder and report directly to the Recorder and Chief Deputy Recorder.

Develop and assist supervisors with day-to-day planning and coordination of Administration Department activities.

Represent the Recorder at Cook County related meetings when there is a conflict with the Recorder’s schedule.

Develop, coordinate, and participate in the Office’s community outreach and disseminate information regarding the services offered by the Recorder of Deeds various offices.

Work closely with the Recorder of Deeds’ Newsletter Committee.

Interact with the Recorder of Deeds’ supervisors and division leaders to gain departmental information and suggestions regarding how to improve services to customers.

### **Knowledge, Skills and Abilities**

Comprehensive knowledge of Cook County government programs and services.

Knowledge and ability to establish and maintain effective cooperative working relationships with the community and other governmental agencies.

Knowledge of the real estate/mortgage industry and the ability follow relevant rules, laws, and procedures.

Skilled public speaker with excellent oral and written communication skills as well as outstanding interpersonal relationship building skills.

Ability to effectively use Microsoft Office and other relevant software.

### **Minimum Qualifications**

A minimum of two years of education at an accredited college or university that has led to the attainment of the required Knowledge, Skills, and Abilities in administrative resources management; AND

Three years or more of administrative management experience OR three years or more of experience in labor relations or human resources management; AND

Three years or more of experience in community outreach initiatives.

**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.**

JC: 0294

Revised: 11.29.12