

OFFICE OF THE COOK COUNTY RECORDER OF DEEDS

Special Assistant to the Recorder – Government Affairs Job Description

Job Code: 0294
Job Title: Special Assistant to the Recorder -
Government Affairs
Salary Grade: 23
Division: Administration

Department Budget No. 130
Position I.D. # 9501863
Shakman Status: Exempt

Job Summary

The Special Assistant to Recorder – Government Affairs reports directly to 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 responsible for providing administrative support to the Special Assistant to the Recorder – Community Affairs and will attend and participate in CCRD outreach events, as needed. The Special Assistant to the Recorder- Government Affairs will also assist in the assembly of informational packets to be disseminated at community outreach events. This position also provides direct assistance to groups by attending 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.

Essential Job Duties

- Assists in tasks required and ordered by the Recorder and report directly to the Recorder and Chief Deputy Recorder.
- Develops and assists supervisors with day-to-day planning and coordination of Administration Department activities.
- Represents the Recorder at Cook County related meetings when there is a conflict with the Recorder’s schedule.
- Attends and participates in CCRD outreach events, as needed and assist in the assembly of informational packets to be disseminated at community outreach events.
- Provides administrative support to the Special Assistant to the Recorder – Community Affairs.
- Attends regular meetings with Recorder, Chief Deputy Recorder, and all Executive Staff members in order to discuss policy, confidential matters, and any CCRD initiatives.
- Interacts with the Recorder of Deeds’ supervisors and division leaders to gain departmental information and suggestions regarding how to improve services to customers.

This list represents the essential tasks performed by the Position. Employees may be assigned additional Position-related duties by management as required.

Minimum Qualifications

- A minimum of two (2) years of education at an accredited college or university; AND
- Three (3) years of full-time paid work experience in administrative support capacity OR three (3) years of full-time paid work experience in labor relations or human resources management.

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.
- Knowledge of common real estate and other recording-related documents within the CCRD.
- Knowledge of ancillary CCRD programs and services, such as property fraud alerts and recordation and retrieval of Veteran's discharge documents.
- Skill in planning, developing and completing complex assignments with minimal direction.
- Ability to exercise good judgment in making decisions and solving problems.
- Ability to work with others and utilize excellent interpersonal skills.
- Ability to establish and maintain confidentiality and trust.
- Ability to speak clearly and concisely before large and small groups.
- Ability to meet Office deadlines and effectively utilize time with limited oversight.

Physical Requirements

- Long periods of time working on computer requiring vision and typing capabilities.

COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER