

OFFICE OF THE COOK COUNTY RECORDER OF DEEDS

Deputy Recorder of Communications Job Description

Job Code: 0294
Job Title: Deputy Recorder of Communications
Salary Grade: 23
Division: Administration

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

Job Summary

The Deputy Recorder of Communications reports directly to the Recorder of Deeds and Chief Deputy Recorder with general responsibility for advising the Recorder and her Executive Staff on matters related to media and/or communication issues that may impact the Office of the Cook County Recorder of Deeds (CCRD). The Deputy Recorder of Communications is primarily responsible for communicating with the press and media outlets, specifically addressing issues about and confronting the CCRD. The Deputy Recorder of Communications is responsible for informing the community and various interest groups about the CCRD, what services are available, and how they may, individually or collectively, use those services. The Deputy Recorder of Communications determines the procedures associated with addressing issues with the public through media outlets. The Deputy Recorder of Communications is responsible for project assignments given to him or her by the Recorder or the Chief Deputy Recorder. The Deputy Recorder of Communications consults with the Recorder, Chief Deputy Recorder, and Deputies Recorder in developing and implementing long and short-term plans designed to ensure continued improvement and effectiveness of CCRD communication. The Deputy Recorder of Communications oversees the Customer Service Section within the CCRD.

The Deputy Recorder of Communications is an Exempt Position, and his or her employment may be subject to Political Reasons or Factors. The Deputy Recorder of Communications to the Recorder's Office shall be selected by the Recorder.

Essential Job Duties

- Acts as an advisor to the Recorder, Chief Deputy Recorder, and Deputies Recorder on all matters related to media or communications on behalf of the CCRD.
- Oversees the Customer Service Section employees' schedules, authorizes time-off requests, and reviews and monitors Customer Service Section employees' time usage practices.
- Responsible for enforcing relevant portions of the CCRD Personnel Policy and Procedures Manual (Manual) for the Customer Service Section, including the preparation and issuance of Incident Reports, providing Counseling and issuing Disciplinary Action when appropriate.
- Ensures the Customer Service Section employees are trained to perform their essential job duties via the Performance Management Policy and process.
- Acts as the Recorder's spokesperson, primarily responsible for addressing the media or responding to media inquiries.
- Develops CCRD policy in conjunction with the Executive Staff including but not limited to the Recorder, Chief Deputy Recorder and Deputies Recorder.

- Attends regular meetings with the Recorder, Chief Deputy Recorder, and all Executive Staff members in order to discuss policy, confidential matters, and any CCRD initiatives.
- Develops and approves the communication from the CCRD to inform the community and various interest groups about the Recorder's Office's functions and utility.
- Oversees communications with media outlets concerning issues, including matters of a confidential nature, related to the CCRD.
- Works closely with the Recorder in order to prepare speeches, letters, and/or talking points for the Recorder.
- Works directly with the Recorder and/or Chief Legal Counsel in an advisory capacity as to the content of speeches or other written correspondence on behalf of the CCRD.
- Assists the Recorder, Chief Deputy Recorder, Deputies Recorder, and Chief Legal Counsel with the legislative policy agenda and any new policy initiatives, which involves analyzing legislative policy, maintaining strict confidentiality on all policy matters, and interfacing with other government agencies on behalf of the CCRD.
- Acts as the liaison with the Illinois General Assembly and Cook County Board in furtherance of legislation important to the CCRD.
- Oversees the maintenance and reviews content of CCRD's website and social media accounts.
- Works with Chief Legal Counsel and the CCRD Property Fraud Unit to identify areas for policy reform relating to property fraud.
- Coordinates special research projects as assigned by the Recorder or Chief Deputy Recorder.
- Attends conferences and meetings with various Cook County agencies on behalf of the CCRD.
- Prepares annual report to Cook County Commissioners for Chief Deputy Recorder's review and meets with Commissioners individually regarding policy initiatives and lobbying on behalf of the Recorder.
- Develops and designs collateral materials including bookmarks, brochures, flyers or trifold on behalf of the CCRD.
- Assists the Human Resources Department with conducting interviews by participating in interview panels as needed.
- Attends and participates in CCRD outreach events, as needed.

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

Minimum Qualifications

- Possession of Bachelor's degree from an accredited college or university.
- Five (5) years of full-time paid work experience in government, public policy, or media relations.
- Two (2) years of full-time professional work experience in a supervisory capacity.

Knowledge, Skills and Abilities

- Extensive knowledge of Microsoft Office.
 - Knowledge of Cook County government programs and services and the real estate/mortgage industry.

- Knowledge of CCRD's Employment Plan, Manual and the Collective Bargaining Agreement between SEIU LOCAL 73 and the CCRD.
- 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.
- Skilled public speaker with excellent oral and written communication skills as well as interpersonal relationship building skills.
- Strong leadership and organizational skills.
- Skill in planning, developing and completing complex assignments with minimal direction.
- Skilled in project management.
- Ability to establish and maintain effective cooperative working relationships with the community and other governmental agencies.
- Ability to interpret rules, regulations, and policies.
- Ability to exercise good judgment in making decisions, reorganizing established precedents and in meeting new problems.
- Ability to establish and maintain confidentiality and trust.
- Ability to meet Office deadlines and effectively utilize time with limited oversight.

Physical Requirements

- Ability to sit frequently and for long periods of time.
- Long periods of time working on computer requiring vision and typing capabilities.

COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER