

POSITION PROFILE
AIDE TO THE COMMISSIONER I
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

May 2023

POSITION PROFILE

POSITION: Aide to the Commissioner I

DEPARTMENT: Cook County Board of Commissioners

REPORTS TO: Commissioner

HOW TO APPLY: Please submit a Resume and Cover letter to Shakmanexemptapplications@cookcountyil.gov

OVERVIEW

The Cook County Board of Commissioners seeks an Aide to the Commissioner I to serve as the Communications and Constituent Affairs Associate. Primary responsibility includes constituent services and executive administrative assistance to the Office of the Cook County Commissioner as assigned by the Commissioner or his or her designee in the Arlington Heights Office. Secondly, assists the Chief of Staff and the Commissioner with media-related inquiries and helps prepare various types of correspondence and reports, including but not limited to correspondence generated by the Commissioner; maintains the Commissioner's schedule; works directly with other elected officials or their staff, department heads and bureau chiefs as needed or directed; assists with constituent and community concerns including through various sources of media; performs special projects and assignments as directed.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

WHY PURSUE A CAREER WITH COOK COUNTY?

In addition to providing employees with a challenging, rewarding environment for career and personal growth, we are proud to also offer some of the best benefits in the public sphere, including:

- Top Tier Medical Benefits: [Medical Plans](#), [Prescription Drug Benefit](#), [Dental Plans](#), [Vision Plan](#) and [7 Additional voluntary benefit plans](#)
- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 10 vacation days annually; Up to 4 personal days annually; and Paid sick leave)
- [Pension Plan](#)
- Financial Support Programs and Resources: [Life Insurance](#), [Flexible Spending Accounts](#) – Dependent Day Care, [Commuter Benefits](#), Discounted Parking, PSLF Eligibility, [Deferred Compensation](#) and Education Tuition Stipend

YOUR
IDEAS.
YOUR
PURPOSE.
YOUR
CAREER.
COOK
COUNTY.



Chad G.
Cook County Employee



- Health/Wellness Perks: [Flexible Spending Accounts-Health Care](#), [Employee Assistance Program](#) and [MyHealth Connections wellness program](#).

Please review carefully the [Employee Benefits](#) page. For benefits questions contact Risk Management at 312-603-6385 or email risk.mgmt@cookcountyil.gov.

SNAPSHOT OF COOK COUNTY:

- Serves 5.28 million residents of Chicago and its inner suburbs
 - 2nd largest county in America
 - Larger than 27 states
- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
 - Nearly 80% unionized workforce
 - 15 unions represented
 - 63 separate collective bargaining agreements
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

LOCATION:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping! In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclists.

ROLE SUMMARY

Provides executive administrative assistance to the Office of the Cook County Commissioner as assigned by the Commissioner or his or her designee. Manages the office including bookkeeping, payroll, timekeeping and supplies issues. Processes payment requests including rent, utilities, and professional services payments for the Commissioner's Office. Performs administrative tasks for the Office. Maintains the Commissioner's schedule. Prepares confidential memoranda, reports and materials of records for the Commissioner. Prepares various types of correspondence and reports, including but not limited to correspondence generated by the Commissioner. May be privy to highly confidential records, the Commissioner's schedule and confidential correspondence, including matters related to individual constituents. May work directly with other elected officials or their staff, department heads and bureau chiefs as needed or directed. Assists with constituent and community concerns and outreach including through various sources of media. Coordinates and serves as liaison for community events. Performs special projects and assignments as directed.

Other duties may be assigned as directed by the Commissioner including but not limited to administrative, supervisory, legislative, research and scheduling duties. Said duties shall be assigned in a manner that is commensurate with the candidate's background, experience and qualifications, including preferred qualifications. Due to the small size of the Commissioner's staff, all staff members are expected to assist one another as needed in any task to ensure the efficient and effective functioning of the office and to serve constituent needs.

KEY RESPONSIBILITIES AND DUTIES:

Provide executive assistance directly to the assigned Cook County Commissioner and prepare and maintain confidential records, correspondence, agendas, files and schedules.

Assist in determining and managing the Cook County Commissioner's executive itinerary, including but not limited to the coordination of meetings and preparation of meeting agendas.

Establish uniform correspondence procedures and practices for the Cook County Commissioner.

Assist in formulating procedures for systematic retention, protection, retrieval, transfer and disposal of records with the County's Local Records coordinator.

Screen calls and visitors, answer questions in writing or verbally, and handle routine matters pertaining to the administration of the Cook County Commissioner's Office.

Assist with constituent and community outreach including Commissioner's brochures, mail, website and other media.

Coordinate special events hosted by the Commissioner's Office or for the Commissioner to attend.

Manage the Commissioner's Office, including bookkeeping, payroll, timekeeping, and office supply maintenance.

Interact with persons of all backgrounds, cultures and affiliations within all levels of government, business or non-profit entities on behalf of the Cook County Commissioner.

KNOWLEDGE, SKILLS AND ABILITIES:

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Ability to follow-up in a thorough and timely manner relative to all requests and/or unresolved business.

Skill and accuracy in the control, organization and maintenance of files and records according to various methods.

Skill in the application of complex instructions, written and verbal; ability to accurately relate such instructions in full or part to others as directed.

Ability to coordinate several tasks at one time and perform well under pressure.

MINIMUM QUALIFICATIONS:

High School Diploma or General Education Development (GED) certification PLUS two (2) years of full-time equivalent work experience OR graduation from an accredited college or university with a bachelor's degree.

PREFERRED QUALIFICATIONS:

Experience supporting a senior executive.

Experience working with governmental entities or officers.

Knowledge of the Microsoft Office Suite, including Microsoft Outlook, Word, and Excel.

PHYSICAL REQUIREMENTS:

Sedentary Work

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

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.

EMPLOYMENT TERMS

POST OFFER TESTING: This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

COVID-19 VACCINATION POLICY: Pursuant to Executive Order 2021-1 and Cook County's Mandatory COVID-19 Vaccination Policy, the selected candidate will be required to either submit proof of full vaccination or a request for reasonable accommodation prior to the start of employment. Please click the following hyperlinks for the full text of [Executive Order 2021-1](#) and the [Cook County's Mandatory COVID-19 Vaccination Policy](#).

RESIDENCY REQUIREMENT: Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman Exempt Position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.