

## EXECUTIVE ADMINISTRATIVE ASSISTANT II

### JOB ANNOUNCEMENT

#### **DEPARTMENT OF LAW**

Administration Division

Number of Vacancies: 1

The City of Chicago Law Department is seeking an Executive Administrative Assistant II to provide administrative support to the First Assistant Corporation Counsel for the Administration Division.

The Administration Division serves as the Front Office for the Department of Law, and the First Assistant Corporation Counsel assists the Corporation Counsel in the overall management and direction of the Department of Law's legal and administrative operations and functions as second in charge of the department.

Some of the essential duties of this position include, but are not limited to:

- assisting the First Assistant Corporation Counsel in the development of policies, programs, and other executive functions for the Department;
- conducting research and working on special projects;
- using Microsoft 365 tools such as SharePoint and Planner to provide organizational support for Department activities;
- using Microsoft Office including Word, PowerPoint and Excel to prepare correspondence, reports, presentations and create spreadsheets;
- conducting research and working on special projects;
- providing administrative support for the First Assistant Corporation Counsel's oversight of the Law Department's response to Freedom of Information Act requests;
- organizing and maintaining confidential paper and electronic files, including warehousing of paper files;
- assisting with the acquisition and implementation of new technology for the Department;
- attending meetings and taking notes;
- ordering office supplies for the First Assistant Corporation Counsel;
- screening telephone calls and visitors and scheduling appointments;

- responding to inquiries from the general public, city officials, governmental agencies, and City attorneys and support staff;
- coordinating travel arrangements, including preparing travel documents for the First Assistant Corporation Counsel;
- verifying and maintaining timekeeping records for the First Assistant Corporation Counsel and serving as a backup timekeeper assigned as needed to other divisions;
- opening incoming mail and deliveries and flagging for First Assistant Corporation; and
- providing general administrative support to the division.

### **APPLICATION PROCESS**

You must submit (1) a cover letter and (2) your resume in electronic copy to:

Michael De Chant  
[michael.dechant@cityofchicago.org](mailto:michael.dechant@cityofchicago.org)  
Department of Law  
2 North LaSalle Street, Suite 560  
Chicago, IL 60602

### **THIS POSITION IS SHAKMAN EXEMPT**

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a bachelor's degree, plus two years of legal/administrative support, litigation support, secretarial experience, and/or project management experience; or an equivalent combination of education, training, and experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Candidates should have:

- Considerable experience with Microsoft Word and Excel software;
- Excellent organizational skills;
- Familiarity with the Freedom of Information Act;
- Excellent written and oral communication skills;
- A high degree of discretion in handling confidential information;
- Strong problem-solving skills and flexibility;
- The ability to multitask;
- Some knowledge of legal terminology or contract administration; and
- Previous experience working in a law office or public agency setting is preferred.

### **RESIDENCY REQUIREMENT**

All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal code. Proof of residency will be required.

**City of Chicago**

Brandon Johnson

Mayor

**Department of Law**

Mary B. Richardson-Lowry

Acting Corporation Counsel

**ANNUAL SALARY**

Entry level – \$63,720.00