



**Code: 0802**

Family: Clerical and Office Administration

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Secretarial and Typing

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## **CLASS TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT II**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, provides confidential secretarial and administrative support to a manager in an executive level classification of Commissioner (City Department Head), First Deputy Commissioner (second in charge to a City department head), or a comparable level of executive manager in a City agency; and performs related duties as required

NOTE: A primary differentiating factor between the I and the II level of Executive Administrative Assistant is the organizational level of the executive manager that a position reports to; the essential duties of both levels of Executive Administrative Assistant are therefore highly similar.

### **ESSENTIAL DUTIES**

- Relieves the Commissioner/ First Deputy of clerical and administrative type functions including overseeing the work of other administrative office support staff in the executive office
- Demonstrates organizational skills, implementing administrative work procedures to ensure office of the Commissioner/ First Deputy runs smoothly and efficiently
- Screens visitors and telephone calls; takes messages and uses judgement in forwarding calls to appropriate personnel for response and resolution
- Maintains the Commissioner's / First Deputy's calendar and schedules appointments; schedules meeting rooms and manages meeting arrangements and logistics
- Briefs and prepares Commissioner/ First Deputy for meetings
- Relays requests for information and directives from the Commissioner/ First Deputy to departmental staff and provides status reports
- Provides summaries of incoming mail, meeting requests and other items requiring the Commissioner's / First Deputy's attention and response
- Takes dictations and transcribes; takes notes at meetings and prepares summaries
- Reviews correspondence and other materials requiring Commissioner's / First Deputy's signature before presenting for signature
- Maintains confidentiality of all materials and files
- Communicates with departmental managers, city official and external customers to apprise the Commissioner/ First Deputy on the status of various projects or of critical issues
- Demonstrates ability to use MS Word and Excel in typing a variety of correspondence and creating spreadsheets and databases to maintain and track information
- Prepares Power Point materials including charts and presentations
- Conducts research and prepares correspondence in response to inquiries or information requests for the Commissioner's / First Deputy's signature
- Works on special projects and handles special assignments as directed by Commissioner /First Deputy
- Makes travel and hotel arrangements and prepares paperwork for travel reimbursements

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

- A Bachelor's Degree from an accredited college or university, plus two years of work experience performing secretarial and/or administrative support functions ; or an equivalent combination of education, training and experience

### **Licensure, Certification, or Other Qualifications**

- Must be able to demonstrate skill in using MS Word, Excel and PowerPoint software
- Excellent organizational and communication skills required

## **WORKING CONDITIONS**

- General office environment

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

## **PHYSICAL REQUIREMENTS**

- Physical ability to operate a personal computer and related office equipment

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Considerable knowledge of:

- Secretarial, clerical and administrative work processes
- applicable computer software applications and personal computer operations
- report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

### **Skills**

- **ACTIVE LISTENING** - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **ACTIVE LEARNING** – Understand the implications of new information for both current and future problem-solving and decision-making
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **JUDGEMENT AND DECISION MAKING** - Consider the relative costs and benefits of potential actions to choose the most appropriate one

### **Abilities**

- **COMPREHEND ORAL INFORMATION** - Listen to and understand information and ideas presented through spoken words and sentences

- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
  - ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
  - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources

October, 2012