Office of Executive Inspector General
Position Description
Executive Assistant

Posting Date: July 7, 2015
Posting Close Date: Open Until Position is Filled
Salary Range: $3,333.50 to $5,833.50 Monthly

POSITION SUMMARY: Under the direct supervision of the Executive Inspector General (EIG), serves as Executive Assistant. The incumbent is responsible for performing a variety of highly responsible and confidential duties including answering the telephone, preparing correspondence, and prioritizing work flow. This position involves working with information of an extremely sensitive and confidential nature associated with investigations, legal proceedings, human resources, and financial operations of the OEIG.

ESSENTIAL RESPONSIBILITIES:

1. Responsible for serving as point of contact, including screening telephone calls in the most professional manner; relaying information to senior management staff and other high ranking officials. Independently responds to inquiries based on the nature and complexity of the inquiry.

2. Develops, types, edits, and proofreads various documents, including correspondence, reports, charts, spreadsheets, and financial records ensuring high standards of accuracy and observing all protocols given the sensitive and legally protected nature of much of these documents. Transcribes audio recordings of subject and witness interviews with accuracy while maintaining confidentiality of the information.

3. Maintains physical and electronic files which includes but is not limited to correspondence, reports, and other sensitive information.

4. Responsible for prioritizing and handling internal and external documents. Determines priority of all requests submitted and ensures concerns are brought to the attention of the appropriate person in order of priority.

5. Maintains personal calendar and contacts in Microsoft outlook, schedules meetings, makes travel arrangements, reviews and prepares travel and other reimbursement documents.

ADDITIONAL RESPONSIBILITIES:

1. May serve as a back-up for the receptionist answering the main telephone lines, directing calls to staff and taking messages. Exercises judgment and discretion in referring callers to appropriate staff depending on nature of call. Independently responds to routine non-technical inquiries about OEIG programs and operations; greets visitors to the Office and directs them to appropriate staff offices or meeting locations.

2. Assists investigators and attorneys in requesting and compiling documentation from a variety of governmental and non-governmental entities and assembling into logical format for utilization in investigations and legal analysis.

3. Assists with case file management by organizing records of information and material contained within investigative files; assists in the quality review of investigative case files to

ensure compliance with agency policies and procedures, and collects, identifies, labels and stores evidence.

4. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Executive Inspector General

SUBORDINATE POSITIONS: None

MINIMUM REQUIREMENTS:

- bachelor's degree or demonstrated knowledge, skill, mental development and equivalent experience to four years of college;
- two years of professional experience in a public or private organization;
- ability to complete projects with short deadlines;
- ability to balance multiple concurrent priorities;
- strong organizational skills;
- high personal ethical standards due to content of work materials;
- ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

JOB STATUS: Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Rules.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes:

- sitting or standing for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, teleconference equipment;
- handling and transporting documents weighing up to 30 lbs; and
- standing, reaching, and bending at the waist or bending legs and spine;

LOCATION: The position is located in our Chicago office at 69 W. Washington Street.

HOW TO APPLY:

(The OEIG is a non-code state agency)

Visit our website at www.inspectorgeneral.illinois.gov. Qualified applicants can apply online or download the OEIG application and submit the completed application, resume, and cover letter to the OEIG Division of Human Resources, 69 West Washington, Suite 3400, Chicago, IL 60602. Contact: Division of Human Resources – 312.814.1789.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.