

**Office of Executive Inspector General
Regional Transit Board Division
Position Description
Administrative Assistant**

Posting Date: August 18, 2015
Posting Close Date: Open Until Position is Filled
Salary Range:\$38,000 to \$42,000 Annual

POSITION SUMMARY: Subject to supervision of the Deputy Inspector General and Chief of the Regional Transit Board Division, serves as Administrative Assistant. The incumbent is responsible for performing a variety of highly professional, administrative, and confidential duties, including preparing correspondence, copying and distributing documents, creating a variety of documents, and providing general office assistance such as file and record maintenance. This position involves working with information of an extremely sensitive and confidential nature.

ESSENTIAL RESPONSIBILITIES:

1. Assists attorneys and investigators by indexing and summarizing documentation and compiling statistical or other data. Prepares and organizes evidentiary file materials for transmittal to appropriate entities in conjunction with founded reports.
2. Assists with the complaint review process as related to regional transit board agencies, ensuring that complaints are entered timely and accurately in the database. Opens and prepares case files from complaints received via in-person delivery, hotline, website, fax, referrals, or other means. Responsible for forwarding incoming complaints that need immediate attention.
3. 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.
4. Assists with case file management by coordinating and organizing records and materials contained within investigative files; assists in the tracking and quality review of investigative case files to ensure compliance with agency policies and procedures; and collects, identifies, labels, and stores evidence.
5. Provides clerical support and maintains various files, records and logs for supervisors and coordinates meetings and appointments. Makes travel arrangements as required.
6. Develops, types, edits, proofreads, and distributes original correspondence, reports, charts, and memoranda; and maintains electronic and hard copy files of documents. Makes copies and distributes documentation as directed.
7. Maintains and updates the OEIG's internal library with relevant regional transit board agency policies and procedures.
8. Serves as, or assists, the Telecom, Vehicle, and/or Travel Coordinator for the RTB division and OEIG as required.
9. Maintains personal calendar and contacts in Microsoft outlook.

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

REPORTS TO: Deputy Inspector General and Chief of the Regional Transit Board Division

SUBORDINATE POSITIONS: None

MINIMUM REQUIREMENTS:

- high school diploma;
- minimum of two years of college or business education;
- prior administrative 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 for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.

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 accommodations to applicants and employees with disabilities.