

Job Description

ADMINISTRATIVE ASSISTANT II

385678

Description

[BID/JOB ANNOUNCEMENT](#)

ADMINISTRATIVE ASSISTANT II

OFFICE OF EMERGENCY MANAGEMENT AND COMMUNICATIONS

311 Operations

Number of Positions: 1

Starting Salary: \$47,532.00

This position is open to current AFSCME BIDDERS AND the PUBLIC. Only current City employees covered under the City's Collective Bargaining Agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4, & 5 are considered BIDDERS and are eligible to bid. Qualified BIDDERS who properly submit a bid application will receive preference over any non-bidders.

BID INSTRUCTIONS: Apply on the bid site: <https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND

1. Check the box on your profile titled "Currently employed by the City of Chicago"
2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')
3. Select your correct bargaining unit

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION.

Successful candidates must pass a drug screen and a background investigation. Persons offered employment must pass all pre-employment exams prior to appointment.

Under general supervision, the Administrative Assistant II for OEMC performs a variety of general administrative, clerical, and secretarial duties; and performs related duties as required.

ESSENTIAL DUTIES

- Acts as section timekeeper
- Monitors and edits time entry records
- Accepts and processes time edit forms while meeting Payroll deadlines
- Ensures compliance with City of Chicago time and attendance policy
- Compiles documents and obtains data from various sources to prepare administrative and/or disciplinary reports
- Informs employees of leave balances as needed
- Acts as a liaison between section staff and Payroll office
- Addresses section's time and attendance questions and concerns
- Maintains personnel and time records for section employees
- Organizes and maintains records and office files
- Creates and maintains spreadsheets
- Formats and types reports using various software packages

- Answers telephones
- Responds to inquiries and directs calls
- Monitors office supply inventory
- Relays directives and distributes information to staff, as directed
- Performs various administrative duties to relieve supervisor of administrative and clerical duties

Additional duties may be required for this position.

Location: Office of Emergency Management & Communications - 311 Operations

Address: 2111 W. Lexington

Shift: Monday to Friday

Hours: 7:30 am to 3:30 pm

THIS POSITION IS IN THE CAREER SERVICE.

Qualifications

MINIMUM QUALIFICATIONS

Two years of progressively responsible administrative or secretarial experience, or an equivalent combination of training and experience.

SELECTION REQUIREMENTS

This position requires applicants to successfully pass a skills assessment test(s) and complete an interview. Test results will be sent out by the Department of Human Resources after the test results have been compiled and analyzed. Applicants who receive a passing score on the test(s) will be selected to interview. The interviewed candidate(s) receiving a passing score on the test(s) and possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview, will be selected.

Selected Bidders will be hired in seniority order according to the collective bargaining agreement. **Non-Bidders** best suited to fulfill the responsibilities of the position will be selected **AND**

Preference will be given to candidates possessing the following:

- An associate degree or higher
- Previous experience using computerized timekeeping systems

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago
Brandon Johnson, Mayor

Applications for this position will be accepted until 11:59 pm CST on November 12, 2023.

Posting Date Oct 26, 2023 | Closing Date (Period for Applying) - External: Nov 12, 2023
BU: 01 | Salary: \$47,532.00 Pay Basis:Yearly