

The duties described above are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete description of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

Minimum Qualifications

- Possession of high school diploma or GED certificate.
- Five (5) years of work experience performing secretarial and/or administrative support functions.

OR

- Graduation from an accredited college or university with a Bachelor's Degree.
- One (1) year of work experience performing secretarial and/or administrative support functions.

Knowledge, Skills, and Abilities

- Knowledge of CCAO procedures related to CCAO operations, function, and activities, or the ability to gain such knowledge.
- Knowledge of secretarial, clerical and administrative work processes.
- Knowledge of report preparation methods, practices, and procedures.
- Proficiency with Microsoft Office (Word, PowerPoint and Excel).
- Excellent organizational skills.
- Ability to work with others; excellent interpersonal skills in dealing with other governmental agencies, co-workers, staff, and the public.
- Ability to converse knowledgeably and communicate effectively, both orally and in writing.
- Ability to coordinate and carry out instructions.
- Ability to manage multiple projects effectively.
- Must be computer literate, with skill and efficiency in entering and retrieving data.
- Ability to interact with the general public and taxpayers, providing guidance and information regarding common functions of CCAO.
- Ability to meet CCAO and Departmental deadlines and effectively utilize time with limited oversight.

Work Environment

- Visual acuity to review and edit written communications for long periods of time.
- Walking between offices and meetings may be required.
- Repetitive use of hands to handle and/or operate standard office equipment.
- Regular use of a telephone to communicate.
- Occasionally required to lift and carry up to thirty (30) pounds of documents.

**COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY
EMPLOYER**

Last modified: January 15, 2019