



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

Administrative Assistant II Opt Y1

Position Number: 00502-50-05-000-31-01

Salary: \$4,612.00 - \$6,990.00 Monthly

Under general direction, serves as administrative assistant to the General Counsel and the Executive Division; performs a variety of sensitive administrative duties; reviews correspondence; attends and participates in various staff meetings to keep informed of proposed changes in current policies and program activities.

1. Attends and participates in various staff meetings to keep informed of proposed changes in current policies and program activities; assists the Executive Division in compiling material for reports and special presentations; researches topics and contacts agency manager for additional information; alerts General Counsel to significant deviations from standards and objectives; recommends modifications.
2. Serves as administrative assistant in the operation of the General Counsel's office and Executive Division; performs a variety of sensitive administrative duties for the General Counsel and the Executive Division; assists in the operations of the Executive Division; monitors the implementation of approved initiatives; provides procedural and policy information and guidance and confers with other units directly involved with monitoring policy adherence.
3. Conducts special assignments and drafts confidential materials; reviews sensitive and confidential correspondence; responds to sensitive and controversial legal inquiries and correspondence from administrative staff, other State agency officials, legislative offices and the general public; researches Agency files and contacts Agency managers to develop information; drafts letters, memos and reports.
4. Updates a correspondence control of all incoming mail; draft answers or directs to divisional staff for handling; controls all confidential material to and from the General Counsel's office and the Governor's Office. Plans, develops, and organizes special projects for the General Counsel; researches and analyzes topics and develops reports utilizing Microsoft Word, Excel and PowerPoint; updates records and files; monitors timely submittal and distribution of information gathered for final reports
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

Requires knowledge, skill, and mental development equivalent to the completion of four years of college, preferably with courses in public or business administration. Requires two year of professional experience in public or private organization. Requires working knowledge of Microsoft Word, Excel and Powerpoint. Requires ability to communicate clearly and effectively both orally and in writing.

The Illinois Criminal Justice Information Authority is an equal opportunity employer and has a strong institutional commitment to embodying the principle of diversity in all aspects of its operations. In that spirit, we encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, marital status, disability, and veteran status.

Interest should be expressed by email with cover letter, resume and CMS100 Employment Application to Maria Espindola, Human Resources Coordinator, Illinois Criminal Justice Information Authority, maria.espindola@illinois.gov Application process closes on **July 8, 2016**.