



Administrative Assistant

ROLE SUMMARY

Under direction, this position within the Civilian Office of Police Accountability (COPA) performs administrative, clerical, and secretarial duties and related duties as required.

Location: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622

Days: Monday - Friday

Hours: 9:00am to 5:00pm

This position is covered by the collective bargaining agreement between the City of Chicago and the American Federation of State, County and Municipal Employees (AFSCME) and is in the career service.

ESSENTIAL DUTIES

- Answers, screens, and directs calls/emails and responds to inquiries (internal and external).
- Maintains tracking spreadsheets, databases, and filing systems.
- Maintains calendars and schedules/coordinates meetings.
- Prepares communications, such as memos, emails, reports, meeting notes, and other correspondence.
- Completes and processes forms and requests.
- Serves as timekeeper backup for COPA.
- Coordinates upkeep and use of COPA's automotive fleet.
- Liaises with other members of the administrative team to handle requests from supervisors and senior team members.
- Distributes office mail.
- Provide general support to visitors.
- Assists in processing transactions within City of Chicago and COPA databases.
- Assists COPA supervisors and senior team members in tracking work assignments, deadlines, scope of assignment, and related details.
- Assists with retrieval and preparation of records from files.
- Maintains and manages equipment and office supply inventory.

- Performs related clerical, administrative and special project duties as required.

The list of essential duties is not intended to be exhaustive; there may be other duties that are essential.

MINIMUM QUALIFICATIONS

Two years of administrative, office assistant or secretarial experience; or an equivalent combination of education, training, and experience.