



CITY OF CHICAGO

JOB ANNOUNCEMENT

DEPARTMENT OF LAW

EXECUTIVE ASSISTANT / LEGAL SECRETARY

Number of Vacancies: 1

The City of Chicago Department of Law is seeking an Executive Assistant/Legal Secretary for the Department's Corporation Counsel. The Executive Assistant/Legal Secretary will perform an advanced level of administrative, legal secretarial and related duties which may be highly confidential and sensitive in support of the ongoing operations of the Corporation Counsel's office as well as the Department of Law.

Specifically, the Executive Assistant/Legal Secretary will be expected to:

- Manage and maintain the Corporation Counsel's calendar, including scheduling meetings, conference calls and travel.
- Prepare correspondence and memoranda for department head review and signature.
- Manage workflow by prioritizing meetings, screening emails and phone calls and directing them to appropriate resource when necessary.
- Maintain and organize paper and electronic files.
- Process and track invoices through electronic billing system.
- Open, sort, and distribute incoming correspondence.
- Research and prepare materials for administrative decisions and briefs.
- Attach incoming correspondence to case file and related materials needed for action.
- Serve as liaison to the court system, staff, and higher level management
- Transmit directives, instructions, and assignments; and follow up on the status of assignments.

Application process

Interested applicants should send a cover letter and resume to: Director of Legal Recruitment, City of Chicago Department of Law, 30 N. LaSalle Street, Suite 1640, Chicago, IL 60602.

To learn more about the City of Chicago's Department of Law please see

www.cityofchicago.org/dol.

City of Chicago
Rahm Emanuel
Mayor

Department of Law
Stephen R. Patton
Corporation Counsel