



OFFICE OF THE ILLINOIS STATE TREASURER  
**MICHAEL W. FRERICHS**

**JOB OPPORTUNITY ANNOUNCEMENT**

**Job Title:** EXECUTIVE ASSISTANT  
**Division:** OFFICE OF EXECUTIVE INSPECTOR GENERAL  
**Location:** Springfield, Illinois  
**Salary:** Commensurate with experience  
**Work Hours:** 8:00 A.M. – 4:30 P.M.

**Overview:** The Executive Assistant performs a variety of staff functions that relate to the responsibilities of an agency operational administrative position located in the Office of Executive Inspector General.

**Duties and Responsibilities:**

- Handle correspondence for the Inspector General; this includes typing, data entry of reports, answering and taking telephone messages.
- Assists in the in the administrative operations and the execution of established programs of the Office of Executive Inspector General.
- Hold as confidential all aspects of the job designated confidential by the Inspector General.
- Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, and the frequent exercise of independent judgment.
- Keep confidential all correspondence, reports and other documents relating to any operations of this office.
- Other duties as assigned or required.

**Specific Skills:**

- .Excellent human relation skills
- Extremely strong verbal communication skills
- Strong attention to detail
- Demonstrated ability to plan effectively
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- Additionally, the individual may not have been convicted of a felony under the laws of the State of Illinois, another state or the United States.

**Education and Work Experience:** Requires knowledge, skill and mental development equivalent to four-years of college, preferably with courses in public or business administration.

**Application Process:** Send a completed employment application, a letter of interest and resume via email to:  
**Deputy Chief of Staff for Human Resources & Equal Employment Opportunity**  
**Email:** [HR@illinoistreasurer.gov](mailto:HR@illinoistreasurer.gov)

<http://www.illinoistreasurer.gov/about-us/employment.aspx>

State Capitol  
Room 219  
Springfield, IL 62706  
Phone: (217) 782-2211  
Fax: (217) 785-2777  
TTY: (866) 877-6013

James R. Thompson Center  
100 West Randolph Street  
Suite 15-600  
Chicago, IL 60601  
Phone: (312) 814-1700  
Fax: (312) 814-5930  
TTY: (866) 877-6013

Illinois Business Center  
400 West Monroe Street  
Suite 401  
Springfield, IL 62704  
Phone: (217) 782-6540  
Fax: (217) 524-3822  
TTY: (866) 877-6013

Myers Building  
One West Old State Capitol Plaza  
Suite 400  
Springfield, IL 62701  
Phone: (217) 785-6998  
Fax: (217) 557-9365  
TTY: (866) 877-6013