



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Senior Staff Executive Assistant
Division: Executive
Salary: Commensurate with experience
Location: Chicago, Illinois

Overview: This individual provides high-level administrative support to the Treasurer and several senior staff members by performing clerical functions including drafting correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Included in the responsibilities of this position will be special research projects, developing special reports, and handling information requests. This individual may also dispense requests to various office staff in the execution of special projects and assignments on behalf of senior staff.

Duties and Responsibilities:

- Prepares reports, memos, letters, and other documents, using word processing, spreadsheet, database, or presentation software.
- Reads and analyzes incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Files and retrieves agency documents, records, and reports.
- Greets visitors and directs as appropriate.
- Prepares responses to correspondence involving routine inquiries.
- Performs general office duties such as maintaining records, and filing systems.
- Prepares agendas and makes arrangements for conference calls, committee, board, and other meetings.
- Answers the telephone and directs calls as appropriate.
- Manages and maintains Deputy Treasurer and other senior staff schedules and in coordination with the Director of Scheduling and Special Events assists with the Treasurer's schedule.
- Makes travel arrangements for senior staff and in coordination with the Director of Scheduling and Special Events the Treasurer's travel arrangements.
- Manages and maintains the Treasurer's contacts by working with the Scheduling Team and Salesforce.
- Prepares the Treasurer and senior staff travel vouchers.

Education and Work Experience: Bachelor's degree in Business or any other related field; three (3) or more years of job related experience; OR any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

Application Process: Send completed application including letter of interest and resume via email to:
Deputy Chief of Staff for Human Resources & Equal Employment Opportunity

Email: HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer • Applicants must be lawfully authorized to work in the United States.

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Room 219
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