



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

### JOB OPPORTUNITY ANNOUNCEMENT

**Job Title:** Executive Assistant  
**Division:** Operations  
**Location:** Chicago, Illinois  
**Salary:** \$45,000 - \$52,000 commensurate with experience

**Overview:** This position provides high-level administrative support to all divisions of the Treasurer's office. The employee in this classification will support staff 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 position also assists in ensuring organizational and administrative effectiveness by providing operational support to the Treasurer's office. Requires ability to speak, read and write Spanish fluently. Attendance is an essential function of this position.

#### Duties and Responsibilities:

- Assists the public and staff members with Unclaimed Property inquiries and research.
- Prepares memos, letters, and other documents using word processing, spreadsheet, database or presentation software.
- Answers telephone calls and directs calls appropriately.
- Performs general office duties including, but not limited to, offices supply maintenance, maintaining records and filing systems, and faxing.
- Helps conduct aspects of office inventory including all mandatory reporting, tagging and logging in of new items and surplus old items etc.
- Greets visitors and directs as appropriate.
- Prioritizes and manages multiple projects simultaneously and follows through on issues in a timely manner.
- Continually screens active constituent cases and acts as a liaison with constituents to ensure that cases are handled in a responsive manner.
- Responds to constituent inquiries on behalf of the Treasurer's Office and connects constituents to appropriate state or federal agencies when inquiries are not related to a function of the Treasurer's Office.
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public.
- Completes data entry work as assigned.

**Education and Work Experience:** Associates degree in Public Administration and/or Business or related field, three (3) or more years of job-related work experience, OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to carry out the duties of the position. Requires ability to speak, read and write Spanish fluently

**Application Process:** Send completed application including letter of interest and resume via email to [HR@illinoistreasurer.gov](mailto:HR@illinoistreasurer.gov)  
[http://www.illinoistreasurer.gov/Office\\_of\\_the\\_Treasurer/Employment\\_Opportunities](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

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