



Opening date: 6/28/21

Closing date: 7/23/21

401 S. Spring Street
William Stratton Building
Suite 515
Springfield, IL 62706

POSITION POSTING

Administrative and Human Resources Assistant

Number of vacancies: 1

Salary Range: \$3,500.00-\$4,125.00 Monthly

Expected Salary: \$3,750.00 Monthly

Salary range shown is only to be used as a guide; actual salary will be determined at the time of hire.

The Executive Ethics Commission (EEC) of the State of Illinois seeks an administrative and HR assistant for a position with the EEC administrative office. Under general direction of Executive Ethics Commission (EEC) Administrative Office staff, this position performs a variety of complex, specialized clerical, and administrative duties for the EEC's Administrative Office.

The EEC is a nine-member commission. Five commissioners are appointed by the Governor, and one commissioner each is appointed from the Attorney General, Secretary of State, Comptroller, and Treasurer. The Commission promotes ethics in public service and ensures that the State's business is conducted with efficiency, transparency, fairness, and integrity by facilitating compliance, implementation, and enforcement of the State Officials and Employee Ethics Act. The Commission is responsible for appointing chief procurement officers (CPOs). The CPOs are subject-matter experts on procurement and maintain their independence on procurement decisions as set forth in the Illinois Procurement Code.

Responsibilities include

- Serving as the main receptionist for the EEC Administrative Office by greeting visitors; answering phones, taking messages, and transferring calls to appropriate parties; and scheduling conference room usage.
- Assisting with EEC styling forms, memos, and documents.
- Assisting Human Resources with projects including but not limited to revamping filing system and tracking job applicants.
- Assisting with the organization and maintenance of ethics and human resource related files and logs.
- Assisting General Counsel with establishing and managing EEC record retention schedules, including appropriate disposal of records as approved by the Illinois State Records Commission.
- Assisting administrative office staff in preparation and distribution of notices, letters, memorandums, and reports as needed.
- Maximizes and applies the benefits of strong computer technology knowledge with respect to all projects including but not limited to utilizing the Microsoft Office Suite and Adobe Suite to generate documents and reports.
- Serving as official receiving officer for all equipment and supplies. Date stamping, reading, sorting, and distributing incoming mail.

- Maintaining and updating EEC Staff Directory on EEC SharePoint, the State of Illinois Phone Directory.
- Performing general office support duties such as scanning files, photocopying, collating, and faxing.
- Receiving and Distributing mail to the appropriate recipients in the office.
- Managing office supply inventory and placing orders.

Required Experience

- Knowledge, skill, and mental development equivalent to completion of four years of college.
- Four years of experience working in an office.
- Ability to anticipate, identify, analyze, and solve problems.
- Working knowledge of Adobe Suite and Microsoft Office Suite with demonstrated proficiency in Word, Excel, Outlook, and PowerPoint.
- Very good organization and time management skills.
- Meticulous attention to detail and accuracy.
- Ability to develop, implement, and evaluate new and revised procedures and protocols.
- Ability to exercise good judgment, discretion and maintain confidentiality.
- Very good written and verbal communication skills.
- Ability to establish and maintain cooperative working relationships.

Preferable Experience

- Two years of work experience in office administration, human resources, customer service, or payroll.
- Familiarity with standard business filing procedures and systems.
- Completion of courses in public/ business administration, organizational management, or human resources.

Office Information

The Administrative and Human Resources Assistant will report to the Human Resources Director. The Administrative and Human Resources Assistant will work in a collaborative environment, interacting with state employees and the public via email, mail, telephone, WebEx, Microsoft Teams, and in person.

The work location is an office setting, requiring business casual or business dress attire. The EEC is located at 401 South Spring Street, William Stratton Building, Room 515, Springfield, Illinois 62706.

Work Hours

This is a full-time position with a work week consisting of 37 ½ hours per work during normal business hours.

Benefits

This position is eligible to be a member of the State of Illinois Group Insurance program with health, dental, vision, and life insurance coverage options. Additionally, this position will earn 12 paid sick days per calendar year, a minimum of 10 paid vacation days per calendar year, 3 paid personal days per calendar year, and 12 paid state holidays per calendar year, prorated based on start date.

How to Apply

Email the following to EEC.HR.Requests@illinois.gov subject line “Administrative and Human Resources Assistant” by 4:30 p.m. on Tuesday July 23, 2021:

- Letter of interest, explaining how your training, experience, and/or coursework qualify you for this position and
- Resume.

Agency Contact: Denysha Crawford, EEC Human Resource Representative: 217-558-1393 or EEC.HR.Requests@illinois.gov

NOTE: This is a non-code position. This position is not subject to collective bargaining and does not require a current grade from Central Management Services.

The Executive Ethics Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law. In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. Please contact the Human Resources Office with requests for reasonable accommodations. The Equal Employment Opportunity / American with Disabilities Act Officer is responsible for ensuring compliance with these laws. Any issues or concerns should be addressed to the EEO/ADA Officer at 401 S. Spring St, Room 515, Springfield, Illinois, 62706, or by calling (217) 558-1393.