Office of Executive Inspector General  
Springfield Division  
Position Description  
ADMINISTRATIVE ASSISTANT

Posting Date:  June 24, 2022  
Posting Close Date:  July 8, 2022  
Salary Range: $3,750 to $5,000 Monthly  
($45,000-$60,000/yr)

POSITION SUMMARY: Under direct supervision of the Senior Assistant Inspector General and Springfield Operations Manager, serves as Springfield Administrative Assistant. The incumbent is responsible for performing a variety of highly professional, administrative, and confidential duties, including answering the telephone, preparing correspondence, copying and distributing documents, creating a variety of documents, and providing general office assistance such as file and record maintenance. This position involves working with information of an extremely sensitive and confidential nature.

DUTIES & RESPONSIBILITIES:

1. Responsible for answering telephone calls, directing calls to staff, and taking messages; checking the Springfield office phone line for voicemail messages; returning calls or referring callers to appropriate staff and other agencies depending on nature of call; independently responding to routine, procedural inquiries about OEIG programs and operations; and greeting visitors to the office and directing them to appropriate staff offices or meeting locations.

2. Assists with the initial complaint review process; takes complaints received in the Springfield office via in-person delivery, mail, voicemail, and fax; ensures the complaints are entered timely and accurately in the case management system; and documents requisite information associated with the complaints. Responsible for forwarding incoming complaints and other matters that need immediate attention.


4. Prepares and organizes evidentiary file materials for transmittal to appropriate entities in conjunction with referrals and founded reports, and saves documents as appropriate in the case management system and electronic files.

5. Assists attorneys and investigators by conducting research, analyzing records, compiling data, and indexing and summarizing documentation.

6. Provides clerical and administrative support, including maintaining various files, records and logs. Maintains calendars and coordinates meetings and appointments. Assists with employee travel arrangements and documentation, as needed.

7. Distributes correspondence, maintains documents in the case management system and electronic files, and makes copies and maintains hard copy files as needed.

8. Assists with the coordination and tracking of investigative files.

9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

ABILITIES & SKILLS – To be successful in this position, a Springfield Administrative Assistant should have the following:

- ability to balance multiple concurrent priorities;
• ability to complete projects with short deadlines;
• strong organizational skills;
• ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others;
• high personal ethical standards and discretion, and the ability to work appropriately with sensitive and confidential materials; and
• familiarity with computers, photocopiers, telecommunication equipment, and videoconferencing applications.

REPORTS TO: Senior Assistant Inspector General and Springfield Operations Manager

SUBORDINATE POSITIONS: None

MINIMUM QUALIFICATIONS:

• high school diploma, or demonstrated knowledge, skill, mental development or equivalent experience to four years of high school.

PREFERRED QUALIFICATIONS:

• two years of college or business education;
• prior administrative experience in a public or private organization; and
• knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications.

JOB STATUS: Full-time, FLSA non-exempt. This position is exempt from the provisions of the State of Illinois Personnel Code.

LOCATION: The position will be located in our Springfield office at 607 East Adams Street.

HOW TO APPLY:

(The OEIG is a non-code State agency)

Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the “apply for open position” link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer. If you require reasonable accommodation in completing this application, interviewing, or completing any pre-employment testing, please direct your inquiries to Human Resources at (312) 814-1789, or OIG.InspectorGeneral@illinois.gov.

July 2022