CIVILIAN OFFICE OF POLICE ACCOUNTABILITY

INTEGRITY • TRANSPARENCY • INDEPENDENCE • TIMELINESS

Staff Assistant - Excluded

ROLE SUMMARY

Under direction, this position within the Civilian Office of Police Accountability (COPA) assists in the performance of specialized administrative support duties and develops and implements management methods to improve organizational performance.

Location: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622

Days: Monday - Friday

Hours: 9:00am to 5:00pm

This position is in the career service.

ESSENTIAL DUTIES

- Assign and track external discovery, litigation, and administrative requests for documents and information.
- Schedule, track and provide administrative assistance on grievances and other matters involving COPA labor relations.
- Provide administrative support of newly developed legal-related processes, including mediation program efforts. Coordinates and gathers information across COPA departments and senior leadership for internal communication purposes.
- Liaise with other City departments and stakeholders, including the City's Department of Law and the Chicago Police Department.
- Provide administrative support for referrals and sharing of materials with external stakeholders, often pursuant to Consent Decree requirements.
- Provide administrative support for processing and tracking requests for documents and information received from other City departments and stakeholders, including the City's Office of the Inspector General.
- Support COPA's Legal section in complying with the agency's legal requirements.
- Acts as a liaison for management at meetings, committees and field assignments as needed.
- Uses a personal computer or related office equipment to prepare reports and correspondence related to agency operations.

- Assist in the development of protocols and controls to ensure compliance with agency policies.
- Review and analyze sensitive or confidential information in support of agency objectives and legal requirements.

The list of essential duties is not intended to be exhaustive; there may be other duties that are essential.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a related field, supplemented by one year of administrative experience, or an equivalent combination of training and experience.