



CIVILIAN OFFICE OF POLICE ACCOUNTABILITY
INTEGRITY • TRANSPARENCY • INDEPENDENCE • TIMELINESS

Bid/Job Announcement

ADMINISTRATIVE ASSISTANT

Number of Positions: 1 (Additional vacancies possible pending budget approval)

This position is open to the public and all current city employees covered under the City's Collective Bargaining Agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4 & 5. Only employees in City job titles in this bargaining unit are eligible to bid.

BID INSTRUCTIONS: Apply on the bid site:

<https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND

1. Check the box on your profile titled "Currently employed by the City of Chicago"
2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')
3. Select your correct bargaining unit

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION

WORKING WITH THE CIVILIAN OFFICE OF POLICE ACCOUNTABILITY (COPA)

The mission of COPA is to:

- provide a just and efficient means to fairly and timely conduct investigations within our jurisdiction.
- determine whether allegations of police misconduct are well-founded.
- identify and address patterns of police misconduct; and
- make policy recommendations to improve the Chicago Police Department, thereby reducing incidents of police misconduct.

THIS POSITION IS IN THE CAREER SERVICE.

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

Days: Monday - Friday

Hours: 9:00am to 5:00pm

Salary: \$51,936.00 (non-negotiable)

ROLE SUMMARY

Under general supervision, performs administrative, clerical, and/or secretarial duties to COPA's Investigative Unit.

ESSENTIAL DUTIES

- Answers, screens, and directs calls/emails and responds to inquiries (internal and external).
- Assists with the management of COPA's fleet of vehicles.
- Maintains tracking spreadsheets, databases, and filing systems.
- Maintains calendars and schedules/coordinates meetings.
- Prepares communications, such as memos, emails, reports, meeting notes, and other correspondence.
- Completes and processes forms and requests.
- Serves as timekeeper backup for COPA.
- Liaise with other members of the administrative team to handle requests from supervisors and senior team members.
- Distributes office mail.
- Provides general support for visitors.
- Assists in processing transactions within City of Chicago and COPA databases.
- Assists COPA supervisors and senior team members in tracking work assignments, deadlines, scope of assignment, and related details.
- Assists with retrieval and preparation of records from files.
- Maintains and manages equipment and office supply inventory.
- Performs related clerical, administrative and special project duties as required.

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

MINIMUM QUALIFICATIONS

Two (2) years of administrative, office assistant or secretarial experience; **OR**

A diploma or a certificate of completion from a vocational or business education program in Office Administration, plus one (1) year of administrative, office assistant or secretarial experience; **OR**

Graduation from an accredited college with an associate's degree, plus one (1) year of administrative, office assistant or secretarial experience

Accredited means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

NOTE: Candidates must pass a background investigation, drug screen, and other pre-employment procedures as determined by the Civilian Office of Police Accountability.

SELECTION REQUIREMENTS

This position requires applicants to complete an interview, which will include a universal skills assessment test as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected. **Selected Bidders** will be hired in seniority order according to the collective bargaining agreement.

ABOUT YOU:

COPA is seeking candidates with a strong focus on the following values:

- *Integrity*: Maintaining a commitment to honesty, personal responsibility, excellence, and utmost professionalism in the work performed by COPA and in all internal and external interactions. This includes a commitment to identifying and dismantling discriminatory systems and culture within COPA, the Chicago Police Department, and the community.
- *Transparency*: Promoting the sharing of information about the work of COPA internally and externally in a manner not in conflict with City and COPA policy, such that the public trust in the mission of COPA is established and maintained. This includes a commitment to cultivating a respectful work environment and team building to ensure effective communication that furthers common goals.
- *Independence*: Conducting the business of COPA in a manner that is objective and free from political or other outside influences, such that the public trust in the mission and work of COPA is established and maintained. This includes a commitment to informed decision making and continual efforts to improve processes and systems to further the mission of COPA.
- *Timeliness*: Conducting the business of COPA in a manner that promotes timely and fair resolution to all matters.

RESIDENCY REQUIREMENT: All employees of the City must be actual residents of the City as outlined in 2-152-050 of the City Chicago Municipal Code. Proof of residency will be required.

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an

eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices [click here.](#)

All references to political sponsorship or recommendations must be omitted from all application materials submitted for City employment.

The City is an Equal Employment Opportunity and Military Friendly Employer.

Please note, all positions with the City of Chicago close promptly at 11:59 pm C.S.T. Applications for this position will be accepted from June 25, 2026, until 11:59 pm CST on July 9, 2026. No exceptions will be made.

City of Chicago
Brandon Johnson, Mayor