

### **Private Secretary II - Chicago**

- Subject to administrative approval, performs highly confidential secretarial and administrative functions for the Director of Insurance
- Serves as a liaison with agency management personnel, staff of the Governor's Office and legislative offices, industry representatives, and the public
- Types confidential correspondence and documents and performs secretarial and coordinative duties
- Conducts studies and assists in special projects
- Acts independently in decision making in the Director's absence.

Requires knowledge, skill and mental development equivalent to completion of two years of secretarial or business college and four years of secretarial experience or completion of high school and six years of secretarial experience

Requires ability to type accurately

Requires ability to communicate clearly and effectively both orally and in writing

Requires ability to apply human relations skills to interaction with management, officials of government and private industry, and the public.

Any interested individuals are to send a resume and cover letter to [DOI.HR@illinois.gov](mailto:DOI.HR@illinois.gov).