

# ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND

## POLICY AND PROCEDURE

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**POLICY NUMBER:** PP-2021-05  
**SUBJECT:** EXECUTIVE ASSISTANT JOB DESCRIPTION  
**EFFECTIVE DATE:** May 28, 2021  
**AMENDED:** September 9, 2022

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#### **A. INTRODUCTION**

1. The Executive Assistant reports to the Administrative Analyst.
2. Under the direction of the Administrative Analyst, the Executive Assistant provides day-to-day administrative support for the office.
3. The Executive Assistant will uphold the highest standards of ethics and professionalism and will act in a manner consistent with the Illinois Police Officers' Pension Investment Fund's mission, vision, and strategic plan.

#### **B. DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE ASSISTANT**

1. Comprehensive Office Administration
  - a. Daily scanning and filing of documentation.
  - b. Preparation of meeting packets, mailings and proposals including printing and binding.
  - c. Distributing faxes and mail to office staff members.

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- d. Answer office phone, screen calls and greet guests in a professional and pleasant manner.
  - e. Schedule meetings, manage office and leadership calendars.
  - f. Coordinate office meetings, including arranging and ordering for meals.
  - g. Coordinate travel arrangements for team members and keep expense logs.
  - h. Maintain inventory of office supplies and alert Administrative Analyst when stock is running low.
  - i. Manage office repairs and deliveries with third party vendors.
  - j. Keep office presentable and tidy.
  - k. Special projects as assigned.
2. Qualifications
- a. 2 years of experience in administrative services.
  - b. High school diploma or equivalent.
  - c. Experience working in professional services or public pension industry preferred.
3. Knowledge of:
- a. Microsoft Office Suite including Outlook, Word, Excel.
  - b. General office equipment such as phones, copiers, and computers.
4. Skills and abilities to:
- a. Highly detailed-oriented with strong organizational skills.
  - b. Positive attitude.

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### **C. POLICY REVIEW**

1. The Policy is subject to change in the exercise of the Board's judgement.
2. The Board of Trustees will review this policy at least every two (2) years to ensure that it remains relevant and appropriate and consistent with state and federal laws and regulations.
3. In the event of legislative changes to the pertinent sections addressed in this policy, the Board will review the policy as appropriate.
4. This policy was adopted by the Board on May 28, 2021.
5. This revised policy was adopted by the Board on September 9, 2022:
  - a. Revised numbering scheme for each section.
  - b. Replaced Administrative Manager position title to Administrative Analyst
  - c. Replaced Administrative Coordinator position title to Executive Assistant