

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

ADMINISTRATIVE ASSISTANT I

Position Code: K0251

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, performs administrative duties as an assistant to a line or program manager; performs staff assignments of limited scope; handles a variety of administrative details for the supervisor.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Participates in the review and analysis of program operations, systems budget analysis, etc., and makes recommendations as to methods to be used in improved services and greater efficiency.
2. Conducts limited and non-sensitive studies and investigations affecting operating programs.
3. Assists in the implementation of effective administrative policies and in executing programs.
4. Serves as liaison with other departmental operating areas.
5. Handles a variety of administrative details for supervisor; provides technical responses to inquiries relative to area of assignment.
6. Performs other related duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college preferably including coursework in public or business administration and one year professional experience in a public or private organization, or any equivalent combination of training and experience.

Knowledge, Skills and Abilities

Requires elementary knowledge of administrative practices and methods.

Requires ability to express ideas clearly both orally and in writing.

Requires ability to maintain satisfactory working relationships.

Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

ADMINISTRATIVE ASSISTANT I (Continued)

Approved by the Secretary of State Merit Commission - June 10, 1987

Effective - June 16, 1987

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year