

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

ADMINISTRATIVE ASSISTANT II

Position Code: K0252

DISTINGUISHING FEATURES OF THE CLASS

Under administrative direction, performs a variety of administrative duties as an assistant to a line or program manager; performs staff assignments relative to all phases of program operations; assists in the administration and coordination of a major program or several supportive programs.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Performs a variety of administrative duties in assisting in the planning, development and execution of policies and procedures in the program area of assignment.
2. Directs and participates in the conduct of studies and investigations affecting program operations; consults with and advises supervisor on budgetary or other administrative problems.
3. Assists in the installation of sound administrative practices and procedures; recommends methods of maintaining internal control, budgetary control and in developing work schedules.
4. Performs liaison duties with other management staff and outside agency representatives in relation to program area of assignment.
5. Handles administrative matters for supervisor.
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 with courses in public or business administration and two years of professional experience in a public or private organization or any equivalent combination of training and experience.

Knowledge, Skills and Abilities

Requires working knowledge of administrative practices and methods.
Requires elementary knowledge of agency operations.

ADMINISTRATIVE ASSISTANT II (Continued)

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.

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