

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

ADMINISTRATIVE ASSISTANT III

Position Code: K0253

DISTINGUISHING FEATURES OF THE CLASS

Subject to administrative approval, performs highly responsible administrative duties as an assistant to a major program manager in assisting in the direction and coordination of major agency programs or several small complex program areas; performs complex staff assignments.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Performs highly responsible administrative duties as a staff assistant to a major program manager or in assisting in the coordination of several small complex program areas; assists in the development, implementation and revision of major policies and programs.
2. Performs extensive liaison duties with other management personnel, representatives of other agencies and private organizations; may speak before interested groups to explain and interpret agency policies and governing laws and regulations.
3. Assists in the development of policies and procedures affecting major programs; directs and participates in management studies to improve agency operations.
4. Assists in resolving far-reaching administrative problems.
5. 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 courses in public or business administration and three years of responsible, professional experience in a public or private organization or any equivalent combination of training and experience.

Knowledge, Skills and Abilities

Requires extensive knowledge of administrative practices and methods.

Requires working knowledge of agency operations.

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

Requires ability to develop and maintain satisfactory working relationships with management, other agency representatives and the general public.

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

ADMINISTRATIVE ASSISTANT III (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 and Eligibility: 1 year