

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

ADMINISTRATIVE CLERK

Position Code: K0300

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, performs a variety of technical/paraprofessional work in support of line management staff involving administrative, operations or statutory functions requiring the use of a high degree of discretion and including complex procedures, calculations and/or work methods; serves as assistant supervisor of a large clerical operation or of a complex clerical/technical operation.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Provides complex technical/paraprofessional assistance in support of line management staff including but not limited to budgetary documentation, purchasing, expenditure control, equipment and supplies, operational or procedural problems, work standards, or staff development; performs complex report preparation utilizing technical or administrative data or information which may require complex calculations or compilations.
2. Acts as assistant supervisor of a large clerical operation or complex clerical/technical operation; assists in supervising day-to-day operations, development and training of clerical/technical staff, establishment and revision of procedures, workflow and work standards, and in the preparation of production/activity reports; acts in absence of the supervisor.
3. Performs complex technical/paraprofessional work involving difficult clerical/technical procedures relative to functions established by administrative directive or created by statute affecting specific segments of the general public or specific governmental or private organizations; processes official or legal forms, documents or filings; collects fees; explains and interprets statutory provisions or rules and policies governing the function.
4. Coordinates the review of administrative correspondence, reports, materials, proposed or effective legislation, or other administrative items for top management staff in a department; coordinates the dissemination and retrieval of management information.
5. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school and four years of clerical or related experience in a public or private organization.

ADMINISTRATIVE CLERK (Continued)

Knowledge, Skills and Abilities

Requires thorough knowledge of business English, clerical methods and techniques.

Requires extensive knowledge of procedural operations, functions and policies of the organizational area of assignment and laws, rules and regulations relative to area of responsibility.

Requires ability to exercise responsible judgment in making decisions in accordance with laws, rules and regulations and to interpret and apply agency policies and procedures.

Requires ability to develop clerical/technical office procedures in compliance with established policies.

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

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

Approved by the Secretary of State Merit Commission - March 12, 1985

Effective - March 16, 1985

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year