

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

BAIID ADMINISTRATOR

Position Code: K1165

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, plans, directs, supervises and reviews the activities of a clerical and/or technical staff engaged in routine or moderately difficult clerical and/or technical activities relating to the BAIID program.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans, directs, coordinates and reviews the activities of a BAIID unit containing clerical and/or technical staff engaged in clerical and related form or document processing activities; oversees field staff assigned to unit; serves as resource and technical expert for subordinate staff.
2. Develops, recommends and implements new or improved office procedures for the BAIID unit; recommends budgetary and staffing needs and improved utilization of staff resources; prepares reports on production, operational problems, etc.
3. Develops training for clerical and paraprofessional staff; analyzes workloads and establishes logical priorities and production standards; evaluates subordinate staff; hears first-level grievances; approves or authorizes leave time and overtime based on operational needs.
5. Attends various conferences, seminars and meetings to keep abreast of policy or legislated changes affecting area of assignment.
6. Performs other related duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of two (2) years of college **and** two (2) years of supervisory experience in a public or business organization.

BAIID ADMINISTRATOR (Continued)

Knowledge, Skills and Abilities

Requires thorough knowledge of business English, clerical methods and techniques and office management principles and practices.

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 and implement clerical and office procedures in compliance with established policies.

Requires ability to supervise and train clerical, paraprofessional and subordinate staff.

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

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

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year

Established – August 19, 2015

Revised –