

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

**MANAGERIAL ASSISTANT I**

**Position Code: K5671**

**DISTINGUISHING FEATURES OF THE CLASS**

Under general direction, performs confidential work as a staff assistant to a department director, chief deputy or other administrative, managerial or supervisory staff; performs staff assignments of limited scope; handles a variety of administrative and confidential details for the supervisor including employee and labor relations matters.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Participates in the review and analysis of operations, budget planning, office policies and procedures, often including sensitive or confidential matters; makes recommendations as to methods to be used for improved services and greater efficiency.
2. Conducts limited studies and investigations affecting operating programs, personnel management, employee and labor relations and office policies and procedures.
3. Assists in the implementation of effective administrative policies and in executing programs.
4. Investigates complaints and inquiries often involving confidential or sensitive matters from the general public, legislators, governmental officials and private organizations relative to the policies and services of the office; drafts appropriate instructions or correspondence for the proper disposition of such matters.
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.

## **MANAGERIAL ASSISTANT I (Continued)**

### **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 ability to analyze operational and administrative problems and to adopt an effective course of action.

Requires ability to deal tactfully with matters of a confidential, sensitive or controversial nature.

Requires ability to exercise independent judgement in dealing with operational and personnel management problems and to take appropriate course of action to correct such problems.

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 - July 19, 2006

Effective - July 19, 2006

### **EXAMINATION INFORMATION**

Tests and Weights:                      Education and Experience, 100%

Length of Eligibility:                    1 year