

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

MANAGERIAL ASSISTANT III

Position Code: K5673

DISTINGUISHING FEATURES OF THE CLASS

Subject to administrative approval, performs highly responsible administrative and confidential work as a staff assistant to a department director, chief deputy or other administrative, managerial or supervisory staff; performs complex staff assignments including sensitive and controversial matters relative to all phases of a major departmental program or several small complex program areas; handles a variety of administrative and confidential details for the supervisor including employee and labor relations matters.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Directs and participates in the conduct of complex studies and investigations affecting program operations dealing with confidential, controversial or sensitive matters; consults with and advises administrative staff on problems concerning budgetary planning, administrative, personnel management, employee and labor relations and office policies and procedures.
2. Assists in the development and installation of sound administrative practices and procedures and executing programs; recommends methods of maintaining internal control, budgetary control and in developing work schedules.
3. 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.
4. Assists in the review and drafting of proposed legislation and/or amendments to existing statutes affecting agency operations; provides information to agency head and management staff on the impact of new or revised statutes.
5. Assist in resolving far-reaching administrative problems and handles sensitive administrative details for supervisor.
6. Performs other related duties as required or assigned.

MANAGERIAL ASSISTANT III (Continued)

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four (4) years college, preferably with courses in public or business administration **AND** three (3) years of professional experience in a public or private organization. Additional requirements may need to be met for applicants to be deemed qualified for individual positions within the class; this may include specific licenses, certification or credentials as related to the position's duties and responsibilities as defined by the Department of Personnel.

Knowledge, Skills and Abilities

Requires extensive knowledge of administrative practices and methods.

Requires working knowledge of departmental 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 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 judgment 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.

Established – June 16, 1987

Revised - August 17, 2016

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year