

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

**MANAGERIAL ASSISTANT IV**

**Position Code: K5674**

**DISTINGUISHING FEATURES OF THE CLASS**

Subject to management approval, performs a wide variety of highly responsible administrative functions as an assistant to top management staff in directing and coordinating several major program areas of the agency, or serves as top level management assistant in specialized administrative areas such as liaison functions with executive, legislative, or judicial branches of government; performs sensitive, complex, and confidential work including employee and labor relations matters; has delegated authority to speak for the department director and to commit departmental programs to specific courses of action.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Performs a wide variety of highly responsible administrative duties as a staff assistant to top management staff; assists in the development, revision and installation of major policies or programs.
2. Performs responsible liaison work with the executive, legislative, and judicial branches of state government, other state agencies, private organizations and the general public; performs extensive research and advisory functions relative to the area of assignment.
3. Drafts proposed legislative amendments to proposed laws affecting major program areas; reviews and interprets existing legislation for top management staff and determines program impact.
4. Serves as major policy implementor interpreter in the area of assignment.
5. Develops and revises major departmental policies designed to improve operating efficiency and effectiveness.
6. Prepares extensive reports and recommendations to resolve administrative or program deficiencies or identifiable program problems.
7. Acts in the absence of major program managers in making administrative and personnel management and labor and employee relation's decisions and directing daily activities.
8. Performs other duties as required or assigned.

## **MANAGERIAL ASSISTANT IV (Continued)**

### **REQUIREMENTS:**

#### **Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in public or business administration and four years of responsible professional experience in a public or private organization, or any equivalent combination of training and experience. 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 thorough knowledge of administrative practices and methods.

Requires extensive knowledge of agency operations.

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

Requires ability to develop and maintain satisfactory working relationships with legislators, judicial and executive branch officials, 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.

Established – June 16, 1987

Revised - August 17, 2016

### **EXAMINATION INFORMATION**

Tests and Weights:                      Education and Experience, 100%

Length of Eligibility:                    1 year