

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

**METHODS AND PROCEDURES ADVISOR I**

**Position Code: K5901**

**DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, performs technical, research and advisory functions relative to the development, analysis, evaluation, revision and installation of new and improved standards, methods of operation, techniques and procedures utilized in specific phases of the operation of the Office of the Secretary of State or private business; carries out assignments of a limited scope and assists in the larger and more complex projects.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Performs studies of specific phases of office operations and methods, including organizational structure, staffing pattern, workflow, forms, functions and coordination of activities; prepares recommendations to substantiate proposed changes.
2. Reviews and edits drafts of new or revised forms submitted by organizational units; determines application, uniformity and consistency; makes suggestions for their use, revision or rejection.
3. Confers with section heads, administrative officials and other operating personnel; explains and interprets procedural changes; discusses problems involved in operations and alternative methods of correction.
4. Participates in maintaining working relationships with trade associations, colleges and universities, personnel groups, and business organizations; contacts representatives of organizations to explain, interpret and promote services available.
5. Assists in the development and installation of new and revised programs, standards, methods, techniques and procedures utilized within the organizational unit or by outside agencies; composes and revises agency instructional and promote services available.
6. Assists in the development and installation of test programs, training programs and experimental projects; performs evaluation studies of results; prepares reports and recommendations.
7. Participates in various budget planning functions for agency; compiles and completes program data in rental costs, materials, staffing, equipment, etc.
8. Searches bulletins, digests, legislation, administrative regulations, court decisions, precedents and other references, which may effect specific agency functions; prepares interpretive memoranda.

## **METHODS AND PROCEDURES ADVISOR I (Continued)**

### **REQUIREMENTS:**

#### **Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in public administration, accounting, and industrial relations, prelegal or personnel management.

Requires one year professional experience in public administration, business management or accounting.

#### **Knowledge, Skills and Abilities**

Requires working knowledge of management, principles and techniques, including organizational structures, staffing patterns and administrative controls.

Requires working knowledge of the types and application of a variety of modern office equipment and machines.

Requires elementary knowledge of agency methods and procedures and of administrative programs, policies and objectives.

Requires elementary knowledge of pertinent state and federal laws, rules and regulations.

Requires ability to maintain sound public contacts and working relationships with agency officials.

Requires ability to exercise initiative and resourcefulness in the development and completion of work projects.

Requires ability to exercise sound judgement in appraising and evaluating problems of an operational and procedural nature.

Requires ability to organize and present material effectively either orally or in writing.

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 - October 11, 1977

Effective - October 16, 1977

### **EXAMINATION INFORMATION**

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year