

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

PROGRAM COMPLIANCE REPRESENTATIVE

Position Code: K7225

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, develops and maintains working relationships with financial institutions and Secretary of State facilities to promote and assure compliance with programs and services administered by the Office of the Secretary of State; confirms compliance with current directives, policies, procedures, laws and regulations and provides orientation and training to individuals performing related services.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Maintains liaison with facilities and organizations engaged in providing public services on behalf of the Office of the Secretary of State; keeps facilities and organizations abreast of policy, procedures and statutory changes affecting their operations; provides forms and materials necessary to carry out the service and explains revised forms or procedures.
2. Reviews fiscal records and processed forms to assure compliance with Office of the Secretary of State directives, policies, procedures, laws and regulations; identifies possible irregularities and initiates or administers corrective action.
3. Prepares comprehensive reports of findings, including results of fiscal reviews and forms processing; makes recommendations on improved methods and procedures.
4. Assesses the relative suitability of entering into contractual agreements with organizations desiring to provide services on behalf of the Office of the Secretary of State; prepares reports and recommendations.
5. Prepares and adheres to daily work and travel schedules; completes necessary forms and documentation relating to travel.
6. May assist in training new staff.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in public or business administration, and one year of professional experience in a public or private organization.

PROGRAM COMPLIANCE REPRESENTATIVE (Continued)

Knowledge, Skills and Abilities

Requires ability to perform detailed work involving numerical and financial data.
Requires ability to make rapid and accurate arithmetic calculations manually or by machine.
Requires ability to prepare comprehensive written and oral reports.
Requires ability to exercise sound judgment and discretion in analyzing facts.
Requires ability to work independently in scheduling work activities and managing assignments.
Requires ability to apply laws, rules and regulations appropriately.
Requires willingness to travel frequently and to keep irregular work hours.
Requires ability to develop and maintain good working relationships.
Requires access to an automobile, possession of a valid Illinois Driver's License, and proof of automobile insurance.

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year