

OFFICE OF THE AUDITOR GENERAL

ADMINISTRATIVE SPECIALIST

***Specialties:
Administrative
Audit
Information Systems***

Position Description

AUTHORITIES AND RESPONSIBILITIES

Responsible for performing specialized clerical, paraprofessional or technical functions requiring the exercise of initiative, ability to assume responsibility and exercise technical knowledge and understanding of Office administrative activities and Performance or Compliance or Information Systems audits in Illinois. May work closely with audit staff in the preparation and distribution of audit reports, special studies, and investigations.

RELATIONSHIPS OF THE POSITION TO OTHER POSITIONS

Under the general direction of an Executive Officer, Director, an Audit Manager or designee.

PRINCIPAL TASK REQUIREMENTS STATED IN PERFORMANCE TERMS

1. Exercising specialized knowledge of agency practices, types special studies, investigations, and Performance, Compliance, and Information Systems audit reports; oversees printing and distribution of these reports.
2. Working within established agency policies and procedures, handles accounting functions of the Office; processes contracts, procures goods and services; and ensures statutory compliance with State accounting practices for the agency.
3. Exercising specialized knowledge of office software suites, prepares memorandums, letters, vouchers, audit report digests, and performs data entry.
4. Maintains files and records, both manually and electronically.
5. Serves, on occasion, as designated support staff member for an audit team during report drafting, providing specialized advice about the application of various software and printing options to audit reports to ensure a professional presentation of audit material for legislative review.
6. Proofreads memos, letters, reports and other documents to ensure that typing errors are minimized.
7. Performs other assigned or required duties which are reasonably consistent with the scope and responsibilities of the duties enumerated above.

Administrative Specialist Position Description

CAPABILITY REQUIREMENTS

Education. Requires at least a high school diploma and mental development equivalent to completion of secretarial business college with formal education or training in software suites, business English, general office procedures, bookkeeping, and other skills pertinent to secretarial and administrative science.

Experience. Requires at least three years of progressively responsible clerical or secretarial experience.

Other Requirements. Requires thorough knowledge of business English; requires ability to maintain confidential information securely; requires ability to prepare and maintain complex records; requires ability to compose and distribute correspondence with minimal direction; requires thorough knowledge of office software suites; requires ability to operate a computer, copy machine, scanner and other office equipment as necessary; requires ability to work effectively with others.

Desired Characteristics. Preference may be given to those with desired characteristics pertinent to the position. Desired characteristics may include but are not necessarily limited to: knowledge of Office of the Auditor General policies, procedures, and activities; knowledge of agencies in Illinois State government; knowledge of Microsoft Office products (Word, Excel, Access, PowerPoint); knowledge of website development and maintenance software; knowledge of PDF conversion tools.

Effective: 07/30/10

Supersedes: 07/01/93