



**Illinois Department
of Transportation**

Notice of Vacancy

IPR# 41352 **DATE:** April 10, 2017

TITLE: Office Assistant, Opt 1
(3 positions)

OFFICE: Office of Finance & Administration / Bureau of Business Services

CONTRACT: AFSCME – RC014

*** INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

BRIEF DESCRIPTION OF DUTIES: Under general supervision of the Records Center Manager, performs maintenance of the department's records management systems for management of the department's paper documents, digitally imaged records, microfilm; performs a variety of other related clerical duties.

TRAINING & EXPERIENCE: Requires knowledge skill and mental development equivalent to completion of high school and one year of related office experience. Ensures compliance with departmental safety rules. Must be able to lift 35 pounds in performance of duties.

UNIT: Records Center

LOCATION: 2300 S. Dirksen Parkway, Springfield, IL

SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday

PAY GRADE: RC014-06

SALARY RANGE: \$2,782 - \$3,781

CONTACT PERSON: Angela Covert, Bureau of Personnel Management, 217/782-5594

SUBMIT BID TO: Illinois Department of Transportation, Bureau of Personnel Management,
Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764
Fax: 217/557-3134 or Email to: DOT.CO.BPM.EmploymentApplications@illinois.gov

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Monday, April 24, 2017

POSTED FROM: Tuesday, April 11, 2017 TO: Monday, April 24, 2017

*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location shall file a request for transfer form.

*In addition, to the bid form, if bidding for a position in a higher classification, bidder must file a CMS-100B Promotional Examination Application with the Department of Central Management Services and complete a Performance Test, if required.