



IPR# 41466

DATE: May 16, 2017

TITLE: Office Assistant, Option 5 (Courier)
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 Mail Services Unit Manager position provides messenger services for a variety of locations in the Springfield area. Receives and delivers files, documents, mail, packages and inter-office correspondence within and outside the Hanley Building facility, file storage center and various businesses or governmental offices. Pickups, weighs, stamps and sorts outgoing mail to cost-effective procedures. Processes special mailings. Provides information on postal rates and procedures.

TRAINING & EXPERIENCE: Option 5: Mail and Messenger. Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires possession of a valid driver's license. Requires ability to operate manual and automated equipment used in mail processing. Requires ability to bend and lift approximately 40-50 pounds. Requires passing a physical exam. Ensures compliance with departmental safety rules.

UNIT: Quality & Document Control Services Section / Mail Services Unit
LOCATION: 2300 S. Dirksen Parkway, Springfield, IL
SHIFT: 8:00 a.m. – 4:30 p.m. Monday-Friday / Off Saturday-Sunday
PAY GRADE: RC014-6
SALARY RANGE: \$2,782 - \$3,781
CONTACT PERSON: Jennifer Sunderland, 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 Wednesday, May 31, 2017

POSTED DATES: FROM May 17, 2017 TO May 31, 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.

A handwritten signature in cursive script that reads "Diana Taylor".