



IPR# 41757

DATE: April 10, 2017

TITLE: Office Specialist, Opt 2 (Upward Mobility Title)

OFFICE: Region 2/District 2/Administrative Services

CONTRACT: AFSCME – RC028

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

BRIEF DESCRIPTION OF DUTIES: Under the general direction of the Business Services Manager and performs paraprofessional and technical duties for the Business Services Section with the use of a personal computer and office equipment. Evaluates and initiates telephone and fax service requests for the headquarters facility and outlying facilities such as Team Section Headquarters or rest areas. Serves as liaison for employees and District on the telephone system. Implements phone instrument programming changes. Coordinates video conferencing scheduling and use. Coordinates notification and confirmation of computer training class schedules. Makes travel arrangements for section staff. Provides clerical supports functions within the Bureau. This position is the primary Switchboard operator and telecommunications liaison for the District.

TRAINING & EXPERIENCE: Opt 2 requires ability to type accurately at 30 wpm. Requires knowledge, skills and mental development equivalent to two years of secretarial/business college and one year of office experience or completion of high school and three years of office experience or three years of independent business experience. Background in using office automation software such as word processing, spreadsheets, databases and presentation graphics is desired.

UNIT: Business Services

LOCATION: 819 Depot Ave, Dixon, IL

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

PAY GRADE: RC028 - 11

SALARY RANGE: \$3240 - \$4592

CONTACT PERSON: Denise Hamilton, 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: April 11, 2017

TO: 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.