



**Illinois Department
of Transportation**

Notice of Vacancy

IPR# 41775 **DATE:** April 10, 2017
TITLE: Office Associate, Opt 2
OFFICE: Office of Finance & Administration / Bureau of Investigations & Compliance
CONTRACT: AFSCME – RC014

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

BRIEF DESCRIPTION OF DUTIES: Under direction of the Commercial Vehicle Safety Section Manager, provides complex technical support functions in entering data/criteria from crash reports involving commercial motor vehicles into the CMV tool in preparation for importing into the SNET federal database; performs a variety of complex specialized clerical information and assistance, typing, record processing and secretarial and general office support functions.

TRAINING & EXPERIENCE: Option 2 – ability to accurately type at 45 WPM. Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience or equivalent. Performs duties in compliance with Departmental safety rules.

UNIT: Commercial Vehicle Safety
LOCATION: 2300 S. Dirksen Parkway, Springfield, IL
SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC014-08
SALARY RANGE: \$2,935 - \$4,065
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

A handwritten signature in cursive script, appearing to read "Deanna Taylor".

*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.