



**Illinois Department
of Transportation**

Notice of Vacancy

IPR#41879

DATE: April 17, 2017

TITLE: Office Assistant, Opt 2
OFFICE: Region 2/District 3/Administrative Services
CONTRACT: AFSCME – RC014

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

BRIEF DESCRIPTION OF DUTIES: Under general supervision of the Business Services Manager, performs complex typing, filing, record processing and general office support functions including, but not limited to, technical forms, statistical reports, letters, memorandums, legal documents and other written correspondence.

TRAINING & EXPERIENCE: Option 2: Ability to type accurately at 35 w.p.m. Requires knowledge, skill and mental development equivalent to the completion of high school and one year of related office experience. Ensures compliance with departmental safety rules.

UNIT: Business Services
LOCATION: 700 East Norris Drive, Ottawa, IL
SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC014-06
SALARY RANGE: \$2782 - \$3781
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, May 1, 2017

POSTED FROM: April 18, 2017

TO: May 1, 2017

A handwritten signature in cursive script, appearing to read 'Mauna 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.