



IPR# 42000

DATE: October 31, 2017

TITLE: Office Coordinator, Option 2
OFFICE: Office of Program Development / Bureau of Local Roads & Streets
CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Under the direction of the Local Agency Systems and Services Chief, this position performs a wide variety of difficult and complex technical secretarial and office support functions. This position develops, modifies and administers SharePoint site used in the maintenance of the bureau's compressed file system; oversees the daily activities associated with the maintenance of the bureau file room including retrieval of correspondence through the automated system, preparation of files for micro-filming, and ensuring the availability and delivery of files. This position oversees the assembly of mass-mailing materials and performs clerical support duties and services for the bureau.

TRAINING & EXPERIENCE: Requires knowledge, skill and mental development equivalent to completion of four years of high school, and two years secretarial/business college or two years related office experience or two years independent business experience including the operation and maintenance of computerized word processing equipment. Working knowledge of Microsoft Word, Excel and SharePoint. Knowledge of official clerical practices and procedures, grammar, spelling and arithmetic. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees. Requires ability to lift 25 pound boxes in the completion of duties. Option 2 – Requires ability to type accurately at 30 wpm.

UNIT: Local Agency Systems & 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: RC014-9
SALARY RANGE: \$3,027 - \$4,223
CONTACT PERSON: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Thursday, November 16, 2017

POSTED DATES: FROM November 2, 2017 TO November 16, 2017

***CURRENT STATE EMPLOYEES: SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV**

*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 must submit an official transfer request form, which can be obtained on the work4illinois website.

*If bidding for a position in a higher classification, eligible bidders must submit CMS-100B promotional application to CMS on order to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.

NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT WORK.ILLINOIS.GOV AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.