



IPR# 42113

DATE: August 8, 2017

TITLE: Office Associate, Opt 2 (2 positions)
OFFICE: Region 1/District 1/Bureau of Materials
CONTRACT: AFSCME – RC014

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

BRIEF DESCRIPTION OF DUTIES: Under the direction of the Quality Assurance Manager, performs various complex and specialized functions for the Mixture Control, Physical Test, Geotechnical and Quality Assurance Sections within the Bureau of Materials. Responsibilities include technical data entry into the statewide MISTIC system, telephone coverage and maintenance of daily call board activities, preparation of mass mailings, preparation of various correspondence, memos and reports and organizing and maintaining complex filing systems. Duties also include receptionist duties and mail distribution.

TRAINING & EXPERIENCE: Opt 2 requires the ability to type accurately 45 wpm. Requires knowledge, skill and mental development equivalent to a high school diploma plus two years of office experience. Ensures compliance with departmental safety rules.

UNIT: Quality Assurance
LOCATION: 201 W. Center Ct, Schaumburg, IL
SHIFT: 8:00 A.M. – 4:15 P.M. (45 minute lunch) Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC014-8
SALARY RANGE: \$2935 - \$4065
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 Tuesday, August 22, 2017

POSTED FROM: August 9, 2017 TO: August 22, 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.**