



Notice of Vacancy

IPR#42115

DATE: August 8, 2017

TITLE: Office Associate, Opt 2
OFFICE: Region 1/District 1/Bureau of Traffic
CONTRACT: AFSCME – RC014

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

BRIEF DESCRIPTION OF DUTIES: Under the direction of the Emergency Traffic Patrol Manager, performs clerical functions for the Emergency Traffic Patrol Unit. Compiles complex work assignment schedule records pertaining to unit operations. Serves as secretarial and receptionist support for the unit.

TRAINING & EXPERIENCE: Opt 2 requires the ability to accurately type 45 wpm. Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Needs a basic knowledge of and experience with computer software such as Microsoft Windows, Microsoft Excel, MMI Database and Microsoft Outlook email.

UNIT: Emergency Traffic Patrol
LOCATION: 3501 S. Normal Ave, Chicago, 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.**

Deanna Taylor