



**IPR# 42136**

**DATE: January 8, 2018**

**TITLE: Office Assistant, Opt. 2**  
**OFFICE: Office of Program Development / Bureau of Bridges & Structures**  
**CONTRACT: AFSCME – RC014**

**BRIEF DESCRIPTION OF DUTIES:** Under general supervision, provides a wide variety of difficult and responsible clerical information and assistance, filing, keyboarding, record processing and general office support functions.

**TRAINING & EXPERIENCE:** Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Option 2- Ability to type accurately at 35 wpm. Working knowledge of alpha-numeric sequencing. Working knowledge of office practices, procedures and programs. Working knowledge of grammar, spelling and punctuation. Ability to operate and maintain commonly used manual and automated office equipment. Ability to follow oral and/or written instructions. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.

**UNIT: Services and Development**  
**LOCATION: 2300 S. Dirksen Parkway, Springfield, IL**  
**SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday**  
**PAY GRADE: RC014-06**  
**SALARY RANGE: \$2,782- \$3,781**  
**CONTACT PERSON: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594**

**BIDS MUST BE RECEIVED BY: 4:30 p.m. on Wednesday, January 24, 2018**

**POSTED DATES: FROM January 10, 2018 TO January 24, 2018**

**\*\*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](mailto: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 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.

**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](http://WORK.ILLINOIS.GOV) AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT LISTED ABOVE.**