



IPR# 42196 **DATE:** September 27, 2017

TITLE: Office Assistant, Opt 5 *2 POSITIONS*

OFFICE: Office of Finance & Administration / Bureau of Business Services

CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Under general supervision of the Mail Services Unit Manager, this position provides messenger services for a variety of locations in the Springfield area. Receives and delivers files, documents, mail, packages and inter-office correspondence within and outside the Hanley Building facility, file storage center and various businesses or governmental offices. The incumbent will pick-up, weigh, stamp, and sort outgoing mail to cost-effective procedures. Processes special mailings and provides information on postal rates and procedures.

TRAINING & EXPERIENCE: Option 5 - Mail and Messenger. Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires possession of a valid driver's license, ability to operate manual and automated equipment used in mail processing, ability to bend and lift approximately 40-50 pounds and requires ability to pass a physical exam. Ensures compliance with departmental safety rules.

UNIT: Quality & Document Management Section / Mail 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: RC014-6

SALARY RANGE: \$2,782 - \$3,781

CONTACT PERSON: Angela Covert, Bureau of Personnel Management, 217/782-5594

SUBMIT BID FORM 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 Thursday, October 12, 2017

POSTED DATE: FROM: Thursday, September 28, 2017 TO: Thursday, October 12, 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 100 B promotional application to CMS 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.