



Notice of Vacancy

IPR#42223

DATE: September 26, 2017

TITLE: Office Coordinator, Opt 2
OFFICE: Region 1/District 1/Bureau of Design
CONTRACT: AFSCME – RC14

BRIEF DESCRIPTION OF DUTIES: Under direction of the Consultant Services Engineer, performs difficult and complex typing, involving the operation of the Personal Computer (LAN) and including such processes as mail merges.

TRAINING & EXPERIENCE: Opt 2 requires the ability to type 30 wpm. Requires knowledge, skill and personal development equivalent to two years of college or completion of high school and two years of related office experience. Ensures compliance with departmental safety rules.

UNIT: Consultant Services
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: RC014-9
SALARY RANGE: \$3,027 - \$4,223
CONTACT PERSON: Denise Hamilton, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Wednesday, October 11, 2017

POSTED FROM: September 27, 2017 **TO:** October 11, 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.

A handwritten signature in cursive script, appearing to read 'Dionna Taylor'.