



IPR#42226

DATE: September 26, 2017

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

BRIEF DESCRIPTION OF DUTIES: Under the direction of the Utility Coordinator, performs wide variety of clerical functions relating to utility accommodations on the state highway system.

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. Ensures compliance with Departmental safety rules.

UNIT: Design Project Support
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

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.