



**IPR# 42343**

**DATE: October 31, 2017**

**TITLE: Office Assistant, Opt. 1**  
**OFFICE: Highways Project Implementation / Bureau of Operations**  
**CONTRACT: AFSCME – RC014**

**BRIEF DESCRIPTION OF DUTIES:** Under general supervision, performs complex, highly specialized clerical work involving payroll processing for union crafter hourly workers hired by Day Labor and IDOT District offices statewide. Enters and verifies hiring and timesheet data into the Maintenance Management Information System (MMIS); generates hourly worker payroll reports. Prepares and coordinates the processing and distribution of inter-agency personnel documents for the hiring of union crafter hourly workers. Manages the flow and processing of union crafter hourly worker payroll documents and direct labor cost information. Receives and verifies for accuracy Day Labor and District daily time-sheets containing union crafter hourly workers' names, union numbers, crafter job classification, regular and overtime hours worked by project number and Day Labor pay item. Assist all Day Labor staff by providing general office clerical support; copying, faxing and filing.

**TRAINING & EXPERIENCE:** Requires knowledge, skill and mental development equivalent to the completion of high school and one year of related general clerical office experience. Requires training and/or work experience in Microsoft Office programs Outlook Email, Word and Excel. Requires ability to follow oral and/or written instructions, and possess organizational skills of a self-starter. Requires the ability to establish and maintain satisfactory working relationships with co-workers. Requires the ability to handle general public inquiries in a manner that reflects positively on the department.

**UNIT: Day Labor / Administrative Services Unit**  
**LOCATION: 505 N. MacArthur, 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 Thursday, November 16, 2017**

**POSTED FROM: November 2, 2017 TO: November 16, 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](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 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](http://WORK.ILLINOIS.GOV) AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.**