



IPR# 42367

DATE: November 2, 2017

TITLE: Office Assistant, Opt. 2

OFFICE: Business and Workforce Diversity / Bureau of Small Business Enterprises

CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Under direction, serves as support staff for Bureau. Performs complex, specialized clerical duties including the formatting and typing of difficult and complex material. Serves as receptionist for the Bureau.

TRAINING & EXPERIENCE: Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience or equivalent. Option 2- Ability to type accurately at 35 wpm. Ensures compliance with departmental safety rules.

UNIT: Administrative Group

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, November 29, 2017

POSTED DATE: FROM November 14, 2017 TO: November 29, 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 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 AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT LISTED ABOVE.

Dianna Taylor