



IPR# 42452 **DATE:** January 3, 2018

TITLE: Office Specialist, Option 4 (Upward Mobility Title)

OFFICE: Office of Finance & Administration / Bureau of Investigations & Compliance

CONTRACT: AFSCME – RC028

*** INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

BRIEF DESCRIPTION OF DUTIES: Under the direction of the Financial Review & Investigations Section Manager, performs complex specialized and technical functions requiring originality, responsibility, and technical knowledge and understanding of the Financial Review & Investigations Section. Coordinates administrative support, guidance, assistance, and training to the Bureau of Investigations and Compliance. Monitors system activities, resolves technical system programs and problems through contact with the Bureau of Information Processing.

TRAINING & EXPERIENCE: Option 4. Requires mental skill and development equivalent to four years of high school. Two years secretarial/business college and one year experience; or three years of office experience; or three years of independent business experience or equivalent. Requires ability to utilize Microsoft Office Suite. Ensures compliance with Departmental safety rules.

UNIT: Financial Review and Investigations Section

LOCATION: Department of Transportation / 2300 S. Dirksen Parkway, Springfield, IL

SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday

PAY GRADE: RC028-11

SALARY RANGE: \$3,240 - \$4,592

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

SUBMIT BID 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 Friday, January 19, 2018

POSTED FROM: Friday, January 5, 2018 **TO:** Friday, January 19, 2018

***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.