



**IPR#** 42453 **DATE:** January 3, 2018

**TITLE:** **Reproduction Services Technician II**

**OFFICE:** **Office of Finance & Administration / Bureau of Business Services**

**CONTRACT:** **AFSCME – RC014**

**BRIEF DESCRIPTION OF DUTIES:** Under direct supervision of the Print Shop Manager, operates various complex, high-volume, reproduction equipment in an effort to provide quality statewide printing and duplicating services within critical time constraints in support of the departmental mission. Performs minor repairs and routine maintenance on equipment.

**TRAINING & EXPERIENCE:** Requires knowledge, skill, and mental development equivalent to completion of four years of high school supplemented by one year of experience in the print/production trade. Requires working knowledge of copy center equipment, operation, maintenance, paper stocks and weights, ink and chemicals. Requires working knowledge of shop safety and skill in operation of complex equipment to produce quality materials. Requires the ability to follow oral and written instructions. Must be able to lift approximately a minimum of 50 lbs. and work in an environment surrounded by chemicals. Ensures compliance with departmental safety rules.

**UNIT:** **Quality & Document Mgmt. Services Section / Reproduction Services Unit**

**LOCATION:** **2300 S. Dirksen Parkway, Springfield, IL**

**SHIFT:** **8:00 a.m. – 4:30 p.m. Monday-Friday / Off Saturday-Sunday**

**PAY GRADE:** **RC014-9**

**SALARY RANGE:** **\$3,027 - \$4,223**

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

**SUBMIT BID FORM 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](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.