



IPR# 42742

DATE: April 2, 2018

TITLE: Office Assistant, Option 2
OFFICE: Region 4/District 7/Administrative Services
CONTRACT: AFSCME – RC014

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

BRIEF DESCRIPTION OF DUTIES: Under general supervision of the Business Services Manager, performs district telephone communications services and receptionist functions. Greets and assists visitors to the district personnel. Processes all incoming/outgoing mail. Performs a variety of clerical duties.

TRAINING & EXPERIENCE: Option 2: Ability to type accurately at 35 wpm. Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of Microsoft Office products (Word, Excel, Access, Outlook and PowerPoint); working knowledge of office practices and procedures, business English and spelling and ability to maintain clerical records and prepare reports for such records. Ability to understand and follow varied verbal and written instructions; ability to interact with others in a positive, open and cooperative manner; exhibit a friendly and pleasant demeanor and to learn routine work in a reasonable length of times. Ensures compliance with departmental safety rules.

UNIT: Business Services
LOCATION: 400 W Wabash, Effingham, IL
SHIFT: 8:00 a.m. – 4:30 p.m. Monday-Friday / Off Saturday-Sunday
PAY GRADE: RC014-6
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 Tuesday, April 17, 2018

POSTED DATES: FROM April 4, 2018 TO April 17, 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-100B promotional application to CMS on order 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.

Becky Koehler