



IPR# 43013

DATE: August 7, 2018

TITLE: Office Coordinator, Option 2

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

CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Under direction of the Certification Section Manager, performs a wide variety of difficult and complex technical secretarial and office support functions. Serves as secretary to the section manager. Maintains certification database from which reports are created for distribution. Maintains certification files.

TRAINING & EXPERIENCE: Option 2: Two years of secretarial/business college or two years related office experience or two years independent business experience or the equivalent. Ability to type accurately at 30 wpm. Ensures compliance with departmental safety rules.

UNIT: Certification

LOCATION: 2300 S. Dirksen Parkway, Springfield, IL

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

PAY GRADE: RC014-09

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

CONTACT PERSON: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Tuesday, August 21, 2018

POSTED FROM: August 8, 2018 TO: August 21, 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.