



**Illinois Department  
of Transportation**

Notice of Vacancy

IPR#43168

DATE: January 4, 2019

**TITLE:** Stores Clerk  
**OFFICE:** Office of Finance & Administration/Bureau of Business Services  
**CONTRACT:** AFSCME – RC014

**BRIEF DESCRIPTION OF DUTIES:** Under direct supervision of the Central Warehouse Administrator performs manual labor and routine clerical record keeping tasks in the receiving, storing, shipping and care of office supplies, industrial equipment, or related items in warehouse for departmental use.

**TRAINING & EXPERIENCE:** Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires elementary knowledge of storeroom methods and procedures. Requires ability to keep simple receiving and shipping records. Requires ability to perform arduous labor. Requires ability to understand and follow oral or written instructions; requires the ability to lift, move and carry up to 75 pounds. Requires a valid driver's license.

**UNIT:** Fleet & Facilities Services/Stockroom  
**LOCATION:** 2300 S. Dirksen Parkway, Springfield, IL  
**SHIFT:** 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday  
**PAY GRADE:** RC014-4.5  
**SALARY RANGE:** \$2,700 - \$3,641  
**CONTACT PERSON:** Angela Covert, Bureau of Personnel Management, 217/782-5594

**BIDS MUST BE RECEIVED BY: 4:30 p.m. on Friday, January 18, 2019**

**POSTED FROM:** January 7, 2019 **TO:** January 18, 2019

**\*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.**