Illinois Department of Transportation

Notice of Vacancy

IPR#44322 **DATE: September 14, 2020**

TITLE: **Reproduction Services Technician I (2 positions)**

OFFICE: **Region 1/District 1/Bureau of Administrative Services**

CONTRACT: **AFSCME – RC014**

BRIEF DESCRIPTION OF DUTIES: Under immediate supervision, performs duplicating operations on a production basis in the District One Copy Center, making quality adjustments to copiers, installing replacement parts on satellite copiers, and receiving and storing commodity supplies for all district copying needs.

TRAINING & EXPERIENCE: Requires knowledge, skill and mental development equivalent to completion of high school; ability to operate manual and automated machinery; and ability to bend and lift up to 50 lbs repeatedly.

UNIT: **Administrative Support Unit**

LOCATION: **201 W. Center Ct, Schaumburg, IL**

SHIFT: **8:00 A.M. – 4:15 P.M. (45-minute lunch) Monday-Friday, OFF Saturday-Sunday**

PAY GRADE: **RC014-05**

ANTICIPATED STARTING SALARY: $2854/month
CURRENT BARGAINING UNIT EMPLOYEES – COLLECTIVE BARGAINING AGREEMENT LANGUAGE APPLIES
FULL BARGAINING UNIT RANGE: $2854-3788 /month

CONTACT PERSON: **Denise Hamilton, Bureau of Personnel Management, 217/782-5594**

POSTED FROM: **September 16, 2020** **TO:** **September 29, 2020**

PLEASE NOTE: THE APPLICATION PROCESS HAS CHANGED. The required application forms outlined below must be submitted 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 by 4:30 PM on the closing date of this posting.

AGENCY-TO-AGENCY TRANSFER: Submit Bid Form, AFSCME Transfer Request Form and CMS100

PROMOTIONAL BIDDERS: Submit Bid Form and CMS100B

CURRENT STATE EMPLOYEES: Submit Bid Form and CMS100

NON-STATE EMPLOYEES: Submit CMS100 to the agency contact listed above.
To be considered for open competitive eligibility for this title, you must be deemed qualified by Central Management Services (CMS). This is a title that requires an automated multiple-choice test to be taken at one of the CMS Assessment Centers. CMS Assessment Center personnel will contact each applicant by phone to schedule appointments for the assessment examination.

After successfully obtaining a passing grade, your name will be placed on an open competitive eligible list for this title in the two counties you select on your application. If you are satisfied with the grade you received for this title, option and county, no further action is required. Your name has already been placed on the open competitive eligible list for this title. Open competitive grades are valid for one (1) year.