



**Illinois Department
of Transportation**

Notice of Vacancy

IPR# 44625

DATE: October 5, 2020

TITLE: Office Coordinator, Opt. SS2 – Spanish Speaking (1 position)

OFFICE: Office of Chief Counsel/Bureau of Claims

CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Performs technical secretarial and office support functions relating to the processing and resolution of claims filed by and against the Department of Transportation, provides clerical support to section staff and conducts inventory.

TRAINING & EXPERIENCE: Option SS2. Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience, or two years of independent business experience. Requires ability to speak and write Spanish at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals. Ability to type accurately at 30 wpm.

UNIT: Claims

LOCATION: 201 W Center Court, Schaumburg, IL

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

PAY GRADE: RC014-09

ANTICIPATED STARTING SALARY: \$3,188/month

CURRENT BARGAINING UNIT EMPLOYEES – COLLECTIVE BARGAINING AGREEMENT LANGUAGE APPLIES

FULL BARGAINING UNIT RANGE: \$3,188 – 4,376/month

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

POSTED FROM: October 6, 2020

TO: October 20, 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.