

Job Title: OFFICE SPECIALIST (OPTION 1 GENERAL) (UPWARD MOBILITY) - IPR#45786

Agency : Department of Transportation

Closing Date/Time: 10/04/2022

Salary: \$3710-\$5142 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: RC028

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Office Specialist, Option 1.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

25%

1. Provides complex and specialized support functions involved with the processing of incoming requisitions and orders for Certificates of Safety (C/S) state-licensed official testing stations (OTS).

- Evaluates submittals to ensure compliance with program guidelines and resolves discrepancies with the submitting entity.
- Verifies required data such as number, quantity ordered, check number and amount, and records on the requisition.

- Assigns and records internal control numbers on a daily basis.
- Gathers information for the preparation of various reports pertaining to the processing of these requests.
- Serves as liaison between the Bureau of Investigations and Compliance and the OTS by responding with program explanations to inquiries.

20%

2. Receives payments in the form of a personal check, money order, cashier's check, certified check, and cash for C/S ordered.

- Determines if payment method (cashier's check or money order) is acceptable within guidelines and, if so, whether checks are negotiable by the state of Illinois.
- Returns improper forms of payment and non-negotiable checks to remitter with instructions on how to resolve the issue.
- Records payment requisition or credit memo in cases requiring document initiation such as walk-in orders or fax orders.

20%

3. Maintains account records of C/S payments.

- Posts monies received into accounting database.
- Reviews fiscal statements to ensure payments are posted and deposited in proper accounts. Prepares daily pre-list totals of payments received, payments recorded on requisitions and credit memoranda, C/S returned, and C/S returns dollar value equivalent.
- Resolves discrepancies.
- Reconciles C/S accounting database reports with the Bureau of Business Services.
- Prepares fiscal statements for accounting of C/S program.

(Job Responsibilities continued)

10%

4. Processes C/S returns from OTS.

- Determines if C/S returned is eligible for monetary refund to the testing station in compliance with program guidelines.
- Verifies quantity and serial numbers of returns.
- Immediately resolves discrepancies in quantity or serial numbers via phone with the OTS. Records quantity and serial numbers on various documents that are used by the accounting and computer input personnel to update accounts, C/S inventory, C/S usage, and control reports.
- Determines and assigns control numbers to various documents forwarded to bookkeeping, accounting, and personnel.
- Packages all C/S returned with appropriate control numbers for return to C/S storage.

10%

5. Maintains vehicle inspection station general vehicle information (GVI) database.

- Maintains data for OTS, certified safety testers, equipment, vehicle inspection fees, C/S and vehicle compliance inspectors (VCI).
- Determines that all OTS have sufficient C/S inventory.
- Ensures "set" rates are being charged and the proper VCIs are assigned to the correct OTS for over 250 vehicle inspection stations throughout the state on a daily basis.

5%

6. Assists in maintaining a tracking system for all non-scheduled inspection reports issued for school and charitable vehicle inspections.

- Assists in monitoring nonscheduled inspection reports (NIRs) issued for out of service, three-day notice, and warning violations.
- Assists in advising VCIs within certain timeframes to follow up with violations not corrected.

5%

7. Adjudicates discrepancies in orders, returns, and payment amounts via contact with OTS staff.

- Determines cause of discrepancies regarding returned funds, new orders, and payments due from unused C/Ss being sent back to the department for refund/credit.
- Determines and implements corrective actions to resolve discrepancies.

5%

8. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

Knowledge, Skills, and Abilities

Minimum Qualifications:

1. Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college and one year of office experience, or completion of high school and three years of office experience, or three years of independent business experience.

Preferred Qualifications:

1. Prefers working knowledge of bookkeeping principles and practices.
2. Prefers extensive knowledge of office practices, procedures, and arithmetic computations.
3. Prefers the ability to keep complex records.
4. Prefers the ability to maintain satisfactory working relationships with the public and other employees. Prefers the ability to operate an electronic calculator and basic computer use.

Conditions of Employment

1. Requires successful completion of a background investigation

Position Marketing Statement

The Illinois Department of Transportation is seeking to hire an Office Specialist. The successful candidate will provide complex and specialized support functions involved with the processing of incoming requisitions and orders for Certificates of Safety (C/S) state-licensed official testing stations (OTS).

Work Hours: 8:00 AM - 4:30 PM Monday-Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Work Office: Office of Finance and Administration, Bureau of Investigations and Compliance

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Family: Clerical and Administrative Support; Transportation

APPLICATION INSTRUCTIONS

Use the “Apply” button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on Illinois.jobs2web.com – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com