



**IPR# 43583**

**DATE: June 10, 2019**

**TITLE: Office Coordinator, Option 2**

**OFFICE: Office of Highways Project Implementation/Bureau of Operations**

**CONTRACT: AFSCME – RC014**

**BRIEF DESCRIPTION OF DUTIES:** Under direction of the Section Chief, performs a wide variety of difficult and complex technical secretarial and office support functions.

**TRAINING & EXPERIENCE:** Option 2: Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of office experience, or two years of independent business experience. Requires extensive knowledge of composition, grammar, spelling and punctuation and ability to follow oral and written instructions. The ability to operate word processing, reproduction and other office equipment and to keyboard accurately at 30 wpm is required. Ensures compliance with departmental safety rules.

**UNIT: Transportation Infrastructure Security**

**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, June 25, 2019**

**POSTED FROM: June 12, 2019 TO: June 25, 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.**