



**IPR#** 44244 **DATE:** September 11, 2020  
**TITLE:** Office Specialist, Option 1 (Upward Mobility Title) (1 position)  
**OFFICE:** Office of Finance & Administration / Bureau of Investigations & Compliance  
**CONTRACT:** AFSCME – RC028

**BRIEF DESCRIPTION OF DUTIES:** Under the general direction of the Office Administrator, this position performs complex and specialized functions in conjunction with the processing of Certificates of Safety orders, returns for credit, reorders, cash receipts, and refund requests from official testing stations throughout the state.

**TRAINING & EXPERIENCE:** 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. Requires working knowledge of bookkeeping principles and practices. Requires extensive knowledge of office practices, procedures, and arithmetic computations. Requires the ability to keep complex records. Requires the ability to maintain satisfactory working relationships with the public and other employees. Requires the ability to operate an electric calculator and basic computer use.

**UNIT:** Commercial Vehicle Safety Section  
**LOCATION:** 2300 S. Dirksen Parkway, Springfield IL, 62764  
**SHIFT:** 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday  
**PAY GRADE:** RC028-11

**ANTICIPATED STARTING SALARY:** \$3409/month  
**CURRENT BARGAINING UNIT EMPLOYEES – COLLECTIVE BARGAINING AGREEMENT LANGUAGE APPLIES**  
**FULL BARGAINING UNIT RANGE:** \$3409-4759/month

**CONTACT PERSON:** Angela Covert, Bureau of Personnel Management, 217/782-5594

**POSTED FROM:** Wednesday, September 16, 2020 **TO:** Tuesday, 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 (rev 7/2019)

**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.