



**Illinois Department  
of Transportation**

*Bury Kochler*

**Notice of Vacancy**

**IPR#** 44244 **DATE:** March 10, 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:** \$3314  
**CURRENT BARGAINING UNIT EMPLOYEES – COLLECTIVE BARGAINING AGREEMENT LANGUAGE APPLIES**  
**FULL BARGAINING UNIT RANGE:** \$3314-4661

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

**POSTED FROM:** Wednesday, March 11, 2020 **TO:** Tuesday, March 24, 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 (rev 7/2019)

**CURRENT STATE EMPLOYEES:** Submit Bid Form and CMS100 (rev 7/2019)

**NON-STATE EMPLOYEES:** Submit CMS100 (rev 7/2019) to the agency contact listed above. In addition to submitting an application, you must take an automated test at CMS Examining to obtain an Open Competitive grade for this title/opt by 4:30 PM on the closing date of this posting. CMS Examining requires that applicants provide the posting bid number (IPR#) listed at the top of this posting, or a copy of the posting. If deemed qualified from the automated test, your name will be placed on the appropriate Open Competitive list for this title/opt. Please contact CMS Examining at 217/557-6885 for testing times and information.