



IPR#43505

DATE: May 1, 2019

TITLE: Office Assistant, Opt. 2 (2 positions)
OFFICE: Region 1/District 1/Bureau of Construction
CONTRACT: AFSCME – RC14

BRIEF DESCRIPTION OF DUTIES: Under the general supervision of the Administrative Control Manager, performs a wide variety of difficult and responsible secretarial and clerical duties for section personnel. Performs complex typing, filing, record processing and general office support functions including, but not limited to, technical forms, statistical reports, letters, memorandums, legal documents and other written correspondence.

TRAINING & EXPERIENCE: Opt 2 requires the ability to type 30 wpm. Requires knowledge, skill and mental development equivalent to completion of high school and one year of office experience. Requires working knowledge of office practices, procedures and programs. Requires knowledge of grammar, spelling and punctuation and ability to follow oral and/or written instructions.

UNIT: Construction
LOCATION: 201 W. Center Ct., Schaumburg, IL
SHIFT: 8:00 A.M. – 4:15 P.M. (45 minute lunch) Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC014-6
SALARY RANGE: \$2,782 - \$3,781
CONTACT PERSON: Denise Hamilton, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Thursday, May 16, 2019

POSTED FROM: May 3, 2019 **TO:** May 16, 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

*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 AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.