



IPR# 44297

DATE: October 5, 2020

TITLE: Office Coordinator, Opt. 2 – (1 position)
OFFICE: Office of Highways Project Implementation/Bureau of Local Roads & Streets
CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Performs a wide variety of difficult and complex technical secretarial and office support functions as well as develops, modifies and administers the SharePoint site used in the maintenance of the bureau's compressed file system. Oversees the daily activities associated with the maintenance of the bureau file room including retrieval of correspondence through the automated system, preparation of files for microfilming and ensuring the availability and delivery of files. Oversees the assembly of mass mailing materials and performs clerical support duties and services for the bureau.

TRAINING & EXPERIENCE: Option 2. Requires ability to keyboard accurately at 30 wpm. Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience, or two years of independent business experience. Requires ability to lift 25-pound boxes in the completion of duties. Prefer experience in the operation and maintenance of computerized word processing equipment and working knowledge of Microsoft Word, Excel and SharePoint and extensive knowledge of office practices and procedures, grammar, spelling and arithmetic.

UNIT: Local Agency Systems & Services
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

ANTICIPATED STARTING SALARY: \$3,188/month
CURRENT BARGAINING UNIT EMPLOYEES – COLLECTIVE BARGAINING AGREEMENT LANGUAGE APPLIES
FULL BARGAINING UNIT RANGE: \$3,188 – 4,376/month

CONTACT PERSON: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594

POSTED FROM: October 6, 2020 **TO:** October 20, 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

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.