

## POSITION POSTING

# Office Assistant

Opening date:  
9/13/2016

Closing date:  
9/27/2016

Number of vacancies: 1

**Salary:**

\$2,334.00 - \$3,167.00 Monthly

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire.

**The Executive Ethics Commission (EEC) of the State of Illinois seeks applicants for the position of Office Assistant with the Chief Procurement Office (CPO) for General Services.**

The EEC is a nine-member commission. Five commissioners are appointed by the Governor, and one commissioner each is appointed from the Attorney General, Secretary of State, Comptroller, and Treasurer. The Commission promotes ethics in public service and ensures that the State's business is conducted with efficiency, transparency, fairness, and integrity by facilitating compliance, implementation, and enforcement of the State Officials and Employee Ethics Act. The Commission also provides independent oversight of the procurement process. The talented and dedicated staff of the Chief Procurement Office for General Services ensures that the more than \$7 billion in procurements under its jurisdiction are fair, transparent, accountable, and in the best interest of the State.

The staff members of the Chief Procurement Office for General Services are dedicated public servants focused on providing exceptional service and valuable results to the agencies and people we serve.

The **Office Assistant** reports to the Executive Office Coordinator, and performs a wide variety of complex clerical and administrative responsibilities. Fulfilling these responsibilities in an effective and efficient manner will ensure that the Chief Procurement Office operations are maintained in an effective and efficient manner.

**Responsibilities of the Office Assistant include:**

- Assists the Executive Office Coordinator with general office support functions for the General Services' Procurement Office. Greets visitors, answers phones, takes messages, and transfers calls to appropriate parties. Processes mail, compiles office supply orders, conducts quarterly inventory checks, and prepares reports for Inventory Control Officer. Operates office equipment such as fax machines, copiers, desk top computers, phone systems, and follows procedure for arranging for repairs when equipment malfunctions.
- Establishes and manages paper or electronic filing systems, recording information, updating paperwork, or maintaining documents. Uses computers for various applications, such as database management, word processing, and to maintain spreadsheets.
- Prepares, reviews, and processes paperwork for procurement processes including Sole Source Hearings and Emergency Hearings. Coordinates video conference scheduling, and assists with video conference setup for hearings.
- At the direction of the Executive Office Coordinator, completes procedures for administrative processes including equipment requests, systems access requests, inventory, employee certification of headquarters, signature authority forms, business card requests, etc. Checks deadlines on requests and completes preliminary work to ensure deadlines are met. Tracks, updates, and pursues necessary information and documentation for process completion within established deadlines.



- Assists the Executive Office Coordinator in preparation of notices, letters, memorandums, and reports as needed. Utilizes electronic mail software applications and word processing system to generate documents and reports.

### **Minimum Requirements:**

To become a part of this energetic and exceptional organization the Office Assistant must possess the following qualifications and skills:

- Requires knowledge, skill, and mental development equivalent to two years of college and one year of office experience, or completion of high school and two years of office experience.
- Requires skill in typing accurately and working knowledge of manual and automated office equipment.
- Requires ability to express ideas and relay information clearly and accurately both verbally and in writing.
- Requires working knowledge of office practices, procedures, and programs.
- Requires ability to maintain a high level of accuracy and confidentiality in performance and achievement of administrative responsibilities.
- Requires proficiency with Microsoft Word and Excel.

### **Office Information**

The Office Assistant works in a collaborative environment, interacting with state employees and the public via email, telephone, and in person. The work location is an office setting, requiring business casual or business dress attire.

**Address:** 401 South Spring Street, William Stratton Building,  
Springfield, Illinois 62706

**Work hours:** This is a full-time position with a work week consisting of 37 ½ hours per work during normal business hours.

**Benefits:** This position is eligible to be a member of the State of Illinois Group Insurance program with generous health, dental, vision, and life insurance coverage options. Additionally, this position will earn 12 paid sick days per calendar year, a minimum of 10 paid vacation days per calendar year, 3 paid personal days per calendar year, and 12 paid state holidays per calendar year, prorated based on start date.

**This is a non-code position. This position is not subject to collective bargaining and does not require a current grade from Central Management Services.**

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire.

**Agency Contact:** Executive Ethics Commission  
Human Resources Office  
401 South Spring Street, William Stratton Building, Room 515  
Springfield, Illinois 62706

### **How to Apply**

Applicants should send the following to the address above by **4:30pm on Tuesday, September 27, 2016:**

- A cover letter identifying the title of the position for which you are applying, explaining how your training, experience, and/or coursework qualify you for this position, and identifying how you learned of this position, and
- A detailed resume.

Applicants may also submit required information via email to [Rebecca.Shuster@illinois.gov](mailto:Rebecca.Shuster@illinois.gov).

The Executive Ethics Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. Please contact the Human Resources Office with requests for reasonable accommodations.

The Equal Employment Opportunity / American with Disabilities Act Officer is responsible for ensuring compliance with these laws. Any issues or concerns should be addressed to the EEO/ADA Officer at 401 S. Spring St, Room 515, Springfield, Illinois, 62706, or by calling (217) 558-1393.