

**State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706**

**Supplementary Examination Announcement**

**OFFICE ASSOCIATE - 30015**

\*Monthly Salary Range: \$2877 - \$3985

Option 1 - General

Option SS1 - Spanish Speaking (General)

Option 2 - Typing

Option SS2 - Spanish Speaking (Typing)

Option 3 - Dictation

Option MC2 - Manual Communication (Typing)

Option PO1 – Slavic (Polish) Speaking (General)

Option PO2 – Slavic (Polish) Speaking (Typing)

Select options of your choice.

General duties: An Office Associate performs a variety of complex, specialized office support functions such as providing clerical information and assistance, typing, record processing, and secretarial and general office duties; work involves related steps, processes and/or methods requiring application of agency policies and procedures and the exercise of initiative and judgment in distinguishing among variables and identifying applicable standards; determines work methods and procedures to complete assignments; provides information/assistance to explain or clarify rules, processes or procedures; may serve as a lead worker to a small or moderate staff engaged in difficult and responsible clerical work.

Desirable training and experience: Completion of high school, plus two years of office experience; or equivalent training and experience.

Knowledges tested: Written Instructions; English Usage; Math; Records Management.

(Continued on reverse side)

**EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)**

Examinations may be cancelled without further notice as needs are met.

**FLEXIBLE SCHEDULE TESTING:**

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.

**BY APPOINTMENT ONLY:**

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

4-16-89 \*(RC-014-08B) Salary 7-1-13, 5-1-98(MC Options), Counties Updated 2-20-15,  
Removed VI, PO3, MC1 & MC3 Options 4-19-10, Removed MC2 6-26-14,  
Removed SS3 12-12-14, Added MC2 8-5-14

Tests and Weights: Automated multiple-choice test 100%. The final examination grade will be based on the results of the automated multiple-choice test. However, for Options 2, 3, PO2 and SS2 the candidate must demonstrate ability to type from copy at a minimum net rate of 45 words per minute. Option 3 also require that the candidates demonstrate ability to take dictation at 80 words per minute.

**\*\*NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Equipment for Performance test: Typing and dictation tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers. Candidates desiring to use stenotype machines for the dictation test are required to furnish their own stenotype machines.

Length of eligibility: One year.

Option MC2 – Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit these abilities will result in disqualification for this option.

Option PO1 and PO2 – Slavic (Polish) Speaking: At the time of the job interview, eligible will be required to exhibit ability to fluently speak and understand Slavic (Polish) and English. Failure to exhibit this ability will result in disqualification for this option.

Options SS1 and SS2 – Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Counties in which Option 1 positions are established: Coles, Cook (PO) (SS), DuPage (SS), Kane, Madison, Morgan, Peoria, Rock Island, Sangamon (SS), Union, Whiteside, Will.

Counties in which Option 2 positions are established: Adams, Alexander, Brown, Bureau, Carroll, Champaign, Christian, Clark, Clinton, Coles, Cook (PO) (SS), Crawford, DeKalb, DeWitt, DuPage (SS), Edgar, Effingham, Fayette, Franklin, Fulton, Grundy, Hancock, Henry, Iroquois, Jackson, Jasper, Jefferson, Jersey, Johnson, Kane (SS), Kankakee, Kendall, Knox, Lake (SS), LaSalle (SS), Lawrence, Lee, Livingston, Logan, Macon, Macoupin, Madison, Marion, Mason, Massac, McDonough, McHenry, McLean, Menard, Montgomery, Morgan (MC), Moultrie, Ogle, Peoria (SS), Perry, Pike, Pope, Pulaski, Randolph, Richland, Rock Island (SS), St. Clair, Saline, Sangamon (SS), Shelby, Stephenson, Tazewell, Union, Vermilion, Wabash, Warren, Wayne, Whiteside, Will (SS), Williamson, Winnebago (SS), Woodford.

Counties in which Option 3 positions are established: Clinton, Cook, Fayette, Jackson, Kankakee, Livingston, Logan, Richland, St. Clair, Saline, Sangamon, Will, Williamson, Winnebago.

(MC) Indicates Manual Communication Option is also established in that county.

(PO) Indicates Slavic (Polish) Speaking Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.