

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

Supplementary Examination Announcement

ADMINISTRATIVE SERVICES WORKER TRAINEE - 00600 Monthly Salary Range: \$2519-\$3352

General duties: An Administrative Services Worker Trainee under immediate supervision, for a period of six to twelve months, receives training in the performance of functions involved in administrative services; learns to operate and maintain various types of duplicating machines and to perform simple maintenance duties in keeping machines in good working order; learns to operate key punch machines by punching varied information from pre-coded data or other sources of prepared media; learns to perform typing and/or stenographic duties; learns to type routine letters, forms, reports; learns to transcribe dictation from various sources; performs related clerical duties; performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Desirable training and experience: Four years of high school; or equivalent training and experience.

Knowledges tested: Name and Number Checking; Alphabetizing; Numerical Filing; Interpersonal Skills; English Usage.

Tests and weights: Automated multiple-choice test 100%.

****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.**

Length of eligibility period: One year.

County in which positions are established: Sangamon.

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.

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

12-1-95 (RC-014-02B) Salary 4-1-16, Counties Updated 7-23-02