

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

Supplementary Examination Announcement

CHILD SUPPORT SPECIALIST TRAINEE - 07200

Monthly Salary Range: \$3371 - \$4826

Regular Test - No Option

Option PO – Slavic (Polish) Speaking

Option SS - Spanish Speaking

General duties: A Child Support Specialist Trainee participates in an agency-sponsored child support enforcement training program of up to twelve months in duration; completes work assignments designed to develop knowledge, understanding, and practical skills consonant with the various complex professional social services and financial disciplines within a state agency; completes controlled assignments in a broad range of child support enforcement activities in a specific phase of an agency's operations, involving the completion of practical work tasks of increasing difficulty and responsibility.

Applicants meeting these stated requirements will receive a grade in the highest category:

Training and Experience: Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration or finance or equivalent educational attainment in a related field; OR education and experience equivalent to two years college with a minimum of eight semester hours in finance and four years of experience in the Child Support Enforcement program area; OR eight years experience performing paraprofessional functions in the Child Support Enforcement program area.

May require possession of a valid appropriate driver's license or an ability to travel.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

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

Option SS – 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 this option.

Counties in which positions are established: Adams, Champaign, Christian, Cook (PO)(SS), DeKalb, Kane (SS), Kankakee (SS), Knox, Lake (SS), LaSalle, Logan, McDonough, McLean, Macon, Macoupin, Madison, Marion, Massac, Montgomery, Morgan, Peoria (SS), Rock Island (SS), St. Clair, Sangamon (SS), Stephenson, Vermilion, Whiteside, Will (SS), Williamson, Winnebago (SS).

(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 it is anticipated positions may be established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

You may either send a completed application (CMS 100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, IL 62706 or apply online at <http://work.illinois.gov>. Your training and experience will be evaluated from your application.

AN EQUAL OPPORTUNITY EMPLOYER

2-2-09 (RC-062-12B) Salary 4-1-16, Counties 3-25-16,
Language Options 2-2-09, Removed MC Option 4-16-10; Counties 9-16-16; Counties 10-7-16