

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

Supplementary Examination Announcement

HUMAN RESOURCES ASSISTANT - 19690

Monthly Salary Range: \$2935 - \$4065

Option 1 – General

Option 2 – Typing

Option SS1 - Spanish Speaking (General)

Option SS2 - Spanish Speaking (Typing)

Select options of your choice.

General duties: A Human Resources Assistant performs specialized clerical duties associated with human resources administration activities; work is coordinative in nature, requires the application of human resources policies and procedures, and regularly entails authorized access to information relating to the effectuation or review of collective bargaining policies or, in a confidential capacity, assisting those who effectuate the agency's labor relations policies; checks completions on varied forms and documents; assures adherence to established criteria; provides information to form/document preparers as to inclusions, completion, computations, and approvals. May serve as lead worker to equivalent or lower level office staff.

Minimum Training and Experience: Completion of high school plus two years of related clerical experience such as would be acquired at the Office Assistant level or satisfactory completion of an approved training program; or an equivalent combination of training and experience.

Knowledges tested: Written communication skills, written instructions, reading comprehension skills, interpersonal skills, numerical reasoning skills and office practices and procedures.

Test and Weights: Automated multiple-choice tests 100%. The final examination grade will be based on the results of the automated multiple-choice test. However, for Options 2 and S2 the candidate must demonstrate ability to type from copy at a minimum net rate of 30 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.

(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. – 12:30 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. – 1:30 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

2-1-99 (RC-014-08B) Salary 4-1-16, Counties Updated 9-18-15, Removed MC Option 4-16-10

Equipment for performance test: Typing tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers.

Length of eligibility: One year.

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: Champaign, Cook, Kane, Sangamon (SS), Williamson, Winnebago.

Counties in which Option 2 positions are established: Adams, Cook (SS), Kankakee, Knox, Lake, LaSalle, Livingston, Randolph, Sangamon, Vermilion, Will.

(SS) Indicates Spanish Speaking 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.