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

Supplementary Examination Announcement

OFFICE ADMINISTRATOR II - 29992 Monthly Salary Range: $3027 - $4223

Option 1 - General
Option SS1 - Spanish Speaking (General)
Option 2 - Typing
Option SS2 - Spanish Speaking (Typing)
Option 3 - Dictation
Select options of your choice.

General duties: An Office Administrator II supervises a small to moderate staff of subordinates engaged in a variety of difficult and responsible clerical filing, information and assistance, typing, record processing, secretarial and general office support functions requiring some independent judgement; or, supervises a large staff of employees performing routine clerical filing, document processing and/or general office support functions of limited variety and controlled by established work procedures and methods; or, performs a variety of complex, specialized clerical duties involving related steps, methods or processes and requiring application of agency policies and procedures while also supervising a small to moderate staff of employees performing routine clerical filing, document processing and/or general office support functions of limited variety and controlled by established work procedures and methods. In all instances, exercises full supervisory authority and responsibility; assigns and reviews subordinates' work, prepares, conducts, and signs performance evaluations, effectively recommends and imposes disciplinary action and adjusts grievances.

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

Knowledges tested: Office practices and procedures, Public contact; Records management; Supervision.

(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 FOR BOTH LOCATIONS: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

4-16-89 (RC-014-09B) Salary 4-1-16, TX 6-3-02,
Counties Updated 1-15-16, Removed MC & SS3 Options 4-19-10

Test 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 Option 2, 3, and SS2, the candidates must demonstrate ability to type from copy at a minimum net rate of 30 words per minute. Option 3 also requires that the candidate demonstrate the 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 ELASPED.

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.

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 may be established: Champaign, Cook (SS), Johnson, Lake, Livingston, Sangamon.

Counties in which Option 2 positions may be established: Brown, Clinton, Cook, DuPage, Fayette, Fulton, Henry, Kankakee, Knox, Lake, Lawrence, Lee, Macon, Marion, McHenry (SS), McLean, Montgomery, Morgan, Perry, Rock Island, Sangamon, Tazewell, Vermilion, Whiteside.

Counties in which Option 3 positions may be established: None established.

(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.