

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

Supplementary Examination Announcement

OFFICE ADMINISTRATOR V - 29995

Monthly Salary Range: \$3792 - \$5601

Option 1 – General
Option 2 – Typing
Option 3 – Dictation
Select options of your choice.

General duties: An Office Administrator V supervises a small to moderate staff engaged in performing complex, specialized paraprofessional/technical functions in support of an agency's programs/operations while serving as a designated lead worker to other office support staff, or serving as a microcomputer applications technical coordinator; or, supervises a large staff of subordinates engaged in complex, specialized paraprofessional or technical functions requiring substantial initiative, originality, responsibility and technical knowledge and comprehension of agency programs and/or applications; or supervises, through a subordinate Office Administrator III, an extremely large 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. In all instances, exercises full line supervisory authority and responsibility; assigns work to employees, reviews work product, prepares, conducts and signs employee performance evaluations, adjusts grievances, and effectively recommends and imposes disciplinary action.

Knowledges tested: Office practices and procedures; Public contact; Records management; Supervision; Advanced supervisory techniques.

Desirable training and experience: Completion of two years of secretarial/business college and three years of office experience; or completion of high school and five years of Office Assistant experience; or five years of independent business experience; or equivalent training and experience.

(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

06-18-07 (MS-12 \$2666-5502);(RC-028-15B) Salary 4-1-16, TX 6-3-02,
Counties Updated 10-22-13, Removed MC & SS 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 Options 2 and 3 the candidate 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 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.

Counties in which Option 1 positions are established: Cook, Sangamon.

Counties in which Option 2 positions are established: Cook, Sangamon.

Counties in which Option 3 positions are established: None established.

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.