

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

Supplementary Examination Announcement

OFFICE AIDE - 30005

*Monthly Salary Range: \$2519 - \$3352

General duties: An Office Aide performs clerical filing and document processing functions requiring minimal discretion and independence of action in performing extremely limited tasks; work performed at this level is closely supervised, simple and repetitive in nature, and well defined by guidelines and established procedures.

Knowledges tested: Reading Comprehension; Alphabetic Filing; Numeric & Alphanumeric Filing; English Usage; Mathematics; Interpersonal Skills.

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: One year.

Counties in which positions are established: Cook-zone 1, Cook-zone 2, Cook-zone 3, Cook-zone 4, Cook-zone 5, Madison, Perry, 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 FOR BOTH LOCATIONS: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

2-3-03 K, 4-16-89 *(RC-014-02B) Salary 4-1-16, Counties Updated 3-11-03, Removed MC Option 4-19-10, Removed SS Option 9-18-15; Counties updated 11-15-16