

**Supplementary Examination Announcement**

**OFFICE COORDINATOR - 30025**

- Option 1 - General
- Option 2 - Typing
- Option 3 - Dictation
- Option MC1-Manual Communication Skills (General)
- Option MC2-Manual Communication Skills (Typing)

Select options of your choice.

\*Monthly Salary Range: \$3027 - \$4223

- Option SS1 - Spanish Speaking (General)
- Option SS2 - Spanish Speaking (Typing)

General duties: An Office Coordinator performs paraprofessional or technical secretarial and office support functions; paraprofessional or technical work is coordinative in nature and involves the application of advanced technical knowledge of a major software application program and/or high level clerical and low level professional work.

Desirable training and experience: Completion of two years of secretarial/business college, or completion of high school and two years of related office experience; or two years of independent business experience; or equivalent training and experience.

Knowledges tested: Office Practices and Procedures; Public Contact; Records Management; Lead Worker Techniques.

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

**AN EQUAL OPPORTUNITY EMPLOYER**

4-16-89, (\*RC-014-09B) Salary 4-1-16, 5-1-98 (MC Options), TX 6-3-02,  
Counties Updated 1-15-16, Removed GE, SS3, MC3 Options 4-19-10, Removed Option 4 11-15-13

Tests 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, 3, SS2 and MC2 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 Tests: 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.

Option MC1 and MC2 – Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Options SS1, 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 (SS), Cook (SS), DuPage, Kane (SS), Knox, Lake (SS), Madison, McLean, Morgan (MC), Peoria, Rock Island, St. Clair, Sangamon (SS), Stephenson, Will, Williamson, Winnebago.

Counties in which Option 2 positions are established: Adams, Brown, Bureau, Carroll, Cass, Champaign (SS), Christian, Clay, Clinton, Cook (SS), Crawford, DeKalb, DeWitt, DuPage (SS), Edgar, Effingham, Fayette, Franklin, Fulton, Grundy, Hancock, Henry, Jackson, Jefferson, Jersey, JoDaviess, Johnson, Kane (SS), Kankakee, Kendall, Knox, Lake (SS), LaSalle, Lawrence, Lee, Livingston, Logan, Macon, Madison, Mason, Massac, McHenry, McLean, Montgomery, Morgan (MC), Peoria (SS), Perry, Randolph, Rock Island, St. Clair, Saline, Sangamon (SS), Schuyler, Shelby, Stephenson, Tazewell, Union, Vermilion, White, Whiteside, Will (SS), Williamson, Winnebago (SS).

Counties in which Option 3 positions are established: Cook, Johnson, Kane, Kankakee, Lee, Logan, Sangamon, Union.

(MC) Indicates Manual Communication 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 positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.