

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

Supplementary Examination Announcement

OFFICE COORDINATOR - 30025

*Monthly Salary Range: \$2968 - \$4140

Option 4 - Computer Systems

Option SS4 - Spanish Speaking (Comp. Sys.)

Select options of your choice.

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 Automation & Technology; Word Processing; Records Management; Lead Worker Procedures.

(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 7-1-13, Counties Updated 10-22-13,
Created Separate Option 4 Announcement 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.

****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.

SS4 – 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 4 positions are established: Clinton, Coles, Cook (SS), Ford, Livingston, Madison, Perry, Randolph, Sangamon, Will.

(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.