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

Supplementary Examination Announcement

REHABILITATION CASE COORDINATOR I - 38141 Monthly Salary Range: $2935 - $4065

Regular Test - No Option
Option SS - Spanish Speaking
Option MC - Manual Communication

All selected options may be listed on one application.

General duties: A Rehabilitation Case Coordinator I receives case management instruction necessary for successful coordination of client case records and documents for rehabilitation counselors in an agency field counseling office; performs routine clerical tasks in maintaining client files, records, and documentation pertaining to service delivery activities; follows State, Federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files; types case letters and reports; compiles and prepares related case reports as requested

Desirable training and experience: Completion of four years high school plus one year of clerical related experience, which must include typing; or equivalent training and experience.

Knowledges tested: Verbal Skills; Numerical Skills; Office Practices and Procedures; Elementary Report Writing; Interpersonal Skills; Reading Comprehension Skills.

Tests and weights: Automated multiple-choice test 100%, plus Qualifying Typing Test. Candidates must demonstrate ability to type from copy at a minimum net rate of 30 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.

(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

12-14-99 wpm/MC Option, 5-94 wpm/K (RC-014-08B) Salary 4-1-16, Counties Updated 4-3-15

Length of eligibility period: One year.

Option SS - 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 this option.

Option MC - Manual Communication: 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.

Counties in which positions are established: Adams, Champaign, Coles, Cook (MC)(SS), DeKalb (SS), DuPage (SS), Franklin (MC), Jackson, Jefferson, Kane (MC)(SS), Kankakee, Knox, Lake (SS), LaSalle (SS), Macon, Madison, McDonough, McLean (MC)(SS), Morgan, Peoria, Richland, Rock Island (MC), Saline, St. Clair, Sangamon, Stephenson, Tazewell, Union, Vermilion, Whiteside, Will (SS), Winnebago (MC)(SS).

(SS) Indicates Spanish Speaking Option is also established in that county.
(MC) Indicates Manual Communication 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.