

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

**Supplementary Examination Announcement**

**UNEMPLOYMENT INSURANCE REVENUE SPECIALIST – 47087**

Monthly Salary Range: \$3498 - \$5063

General duties: An Unemployment Insurance Revenue Specialist, performs tasks supportive to the unemployment insurance tax determination process; reviews employer accounts in order to verify accuracy and consistency of agency held data and records; reconciles information maintained within the agency's employer account data systems; assists higher level analysts with account verifications and corrections in compliance with Unemployment Insurance Act. Provides general unemployment insurance information to the public and employers.

Minimum training and experience: Completion of four years of college with major course work in accounting, business, mathematics or related field; or equivalent training and experience.

Knowledges tested: Communications; Technical Report Writing; Reading Comprehension; Mathematics.

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 period: One year.

(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**

7-16-94 Opt SS added, (RC-062-13B) Salary 4-1-16, Counties Updated 8-30-13

Notice Re: Location Preference 6-17-13

County in which positions are established: Cook.

**IMPORTANT: Your county location preference(s) for this title must be recorded on your application! Even though county preference information is indicated by the applicant during testing, this information is not automatically transferred to the applicant's grade record. If there is no county preference stated on the application, the applicant's county of residence will be indicated as a location preference.**

The above listing indicates positions have been established within this county, and does not represent immediate openings. This listing is based on information currently available and is subject to change.