

Corrections

has a career for **YOU!**

Office Employment Opportunities

EMPLOYMENT BENEFITS

- Thirty-five statewide locations.
- Structured career advancement opportunities.
- 37.5 hour workweek.

The State of Illinois provides employees with Health, Vision, and Dental insurance with a small co-payment from employees. Life insurance is provided at 100% your annual salary. These positions include a pension plan.

Benefit time for new employees includes three (3) personal business days, ten (10) vacation days starting, and twelve (12) sick days per year.

HOW TO APPLY WITH THE ILLINOIS DEPARTMENT OF CORRECTIONS

These titles are: Group A Titles Which Require an Automated Multiple-Choice Exam. Please see the below link for exam locations and schedules. You will need to bring a completed CMS100 to the examination.

- Visit <https://www.illinois.gov/sites/work>
- Click "Examination Schedule" to review titles, locations and schedules
- Click on the (forms) link on the left-hand side of the page. (Non-state employees click on CMS100 and fill out completely. Current state employees click on CMS100B and fill this out completely)
- For additional information on how to fill out the CMS100 click the link CMS100 help underneath the (forms) tab on the left-hand side. (You must select county of preference.)
- Please contact Central Management Services at 217-782-7100 or work4illinois@illinois.gov for more information.



ILLINOIS DEPARTMENT OF CORRECTIONS



OFFICE ASSISTANT (Requires Exam)
Salary \$2,889.00 - \$3,933.00 Monthly

completes and keyboards documents, maintains records and inputs transactions when necessary.

MINIMUM REQUIREMENTS: Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing. Requires working knowledge of office practices, procedures and programs. Requires working knowledge of grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires ability to keyboard accurately at 35 wpm.

OFFICE ASSOCIATE (Requires Exam)
Salary \$3,051.00 - \$4,234.00 Monthly

independent judgment and action; performs clerical and office support functions, i.e. keyboarding, record processing and operating common office equipment; processes all outgoing and incoming mail according to regulations; inspects and identifies all packages entering the institution for contraband.

MINIMUM REQUIREMENTS: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires elementary knowledge of agency programs, rules and regulations. Requires the ability to keyboards accurately at 45 wpm.

OFFICE ADMINISTRATOR III (Requires Exam)
Salary \$3,240.00 - \$4,793.00 Monthly

performance of a variety of complex specialized clerical functions; reviews and projects unit workload; plans and coordinates in-service training for current and new employees; interprets policies and procedures for use by employees; types correspondence, reports and various documents.

MINIMUM REQUIREMENTS: Requires knowledge, skill and mental development equivalent to completion of two years study and a secretarial/business college and one year's office experience; or completion of high school and three years Office Assistant experience, or three years independent business experience; requires working knowledge of the agency's program policies and operations; requires working knowledge of office procedures and programs; requires working knowledge of elementary mathematics and grammar; requires ability to type accurately at 30 wpm.

OFFICE ADMINISTRATIVE SPECIALIST (Requires Exam)
Salary \$3,508.00 - \$5,041.00 MONTHLY

Business Administrator (PSA), serves as user support microcomputer technical resource person and coordinator: provides technical and assistance to staff relative to complex applications; works closely with computer software support staff in resolving software problems; serves as trouble-shooter in resolving in-house and remote office problems that arise with applications or systems; analyzes operations and provides guidance and direction as to which software is best suited for the specific operational area; attends and participates in staff meetings to keep informed of proposed changes in current policies; provides a variety of reports to management staff.

MINIMUM REQUIREMENTS: Requires knowledge, skill and mental development equivalent to two years of secretarial/business college and two years of office experience or completion of high school and four years of office experience or four years of independent business experience; requires thorough knowledge of office practices and procedures; requires thorough knowledge of composition, grammar, spelling and punctuation; requires extensive knowledge of the logic of computer language/programs; requires extensive knowledge of arithmetic computation; requires extensive knowledge of manual and automated office equipment; requires working knowledge of agency programs, rules and regulations.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: Under general supervision of the Office Administrator III, sorts, logs, and processes incoming and outgoing mail and parcels; files,

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: Under direction of the Business Manager, performs a variety of difficult and responsible clerical duties and assistance, requiring

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: Under general direction of the facility Records Office Supervisor, supervises staff in the

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Under general direction of the