



# ILLINOIS REVENUE

*Move your life forward!*

## Office Associate

No Tax Experience Required

Good Work/Life Balance

Career Advancement Opportunities



### Position Requirements:

An Office Associate is a full-time position with benefits, an annual starting salary of \$37,104 to \$50,556 per year. The position requires knowledge, skill, and mental development equivalent to the completion of high school and two years of office experience.

To apply, wait until there is an active posting for the position. Complete a CMS-100 application and bring it with you to one of the CMS Testing Centers with a copy of the posting notice. You will need to test Monday - Thursday before 1:30 pm. You will also need to send a signed CMS-100 to the address on the posting.

Springfield Office  
Capital City Training Center  
130 W. Mason St, 2nd Floor  
Springfield, IL 62702  
(217) 524-1321

Chicago Office  
James R Thompson Center  
100 W. Randolph, Ste 3-300  
Chicago, IL 60601-3220  
(312) 793-3565



**37.5 hour full-time work week**



**Paid sick, personal, and vacation**



**Career advancement**



**Eligibility for Public Service Loan Forgiveness**



**Tuition reimbursement\***



**No Bachelor's degree required**

*\*for qualified and selected employees*



Testing available in Champaign, Marion, and Rockford by appointment.

For more information, including access to the CMS-100 application, visit [tax.illinois.gov/employment](http://tax.illinois.gov/employment).