



ILLINOIS REVENUE

Move your life forward!

Office Assistant

No Tax Experience Required

Good Work/Life Balance

Career Advancement Opportunities



Position Requirements:

An Office Assistant is a full-time position with benefits, an annual starting salary of \$35,208 to \$47,028 per year. The position requires knowledge, skill, and mental development equivalent to the completion of high school and one year of related 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

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

CMS-100 application available at work.illinois.gov.



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*



For more information, including access to the CMS-100 application, visit Tax.Illinois.Gov/Employment