

ILLINOIS DEPARTMENT OF NATURAL RESOURCES

#4817

AN EQUAL OPPORTUNITY EMPLOYER
CAREER OPPORTUNITY BID NOTICE

The Illinois Department of Natural Resources is inviting applications for the following position:

Position Title: Office Associate Opt.2 (Part Time 50%) **Monthly Salary Range:** Pro Rated 50%: \$1,467.50 -- \$2,032.50

Position Location: Mazonia-Braidwood SF & WA, P.O. Box 126, Braceville, IL 60407 (Grundy County)

Work Schedule: Monday, Wednesday & Friday, 8:00 am – 2:45 pm, ½ hour lunch. Tuesday, Thursday, Saturday & Sunday off.

Description of Duties

Under direction of the Site Superintendent at Mazonia-Braidwood SF & WA, performs a variety of complex specialized clerical support functions; utilizing a personal computer types correspondence, reports, memos which entails technical biological terminology; acts as receptionist answering phones and replies to technical/non-technical inquiries from the public; provides information and assistance to explain rules, policies and regulations; receives, sorts and opens mail; maintains time sheets; maintains filing system.

Desirable Education, Training and Experience

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 ability to follow oral or written instructions; requires ability to operate commonly used manual and automated office equipment and perform routine maintenance; and requires ability to type accurately at 45 wpm.

Where to Apply: Mark Meents P.O. Box 126, Braceville, IL 60407 815.237.0063
Name **Address** **Phone**

(*SEE NOTE)
Bargaining unit employees interested in bidding for this position should complete a Bid Form, attach it to an application, and submit it directly to the name and address listed above. Bid Forms may be obtained at any Department of Natural Resources facility. Employees wishing to transfer must submit a Transfer Request before the last date to apply, listed below. Effective immediately, faxed applications will no longer be accepted.

*NOTE: In addition, employees who are interested in a promotion into this position must have a promotional grade. If you do not already have a promotional grade for this title, complete a Promotional Examination Application(CMS100B) and sent it directly to the Examining Division, 500 William G. Stratton Building, Springfield, Illinois 62706. In order to be considered for this vacancy, the CMS100B must be mailed to the Examining Division no later than the date listed below as the last day to apply.

The Department of Natural Resources does not discriminate on the basis of race, color, sex, national origin, age, religion, handicap, sexual orientation, marital or parental status, physical stature and/or any non-merit factor in admission, treatment or employment in programs or activities in compliance with the Illinois Human Rights Act, the Illinois Constitution, Title VI of the 1964 Civil Rights Acts, Section 504 of the Rehabilitation Act of 1973, as amended, and the U.S. Constitution. The Equal Employment Opportunity Office is responsible for compliance and may be reached at 217/785-0067.

DATE POSTED: December 2, 2014 **LAST DATE TO APPLY:** December 15, 2014
DNR-12
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