

ILLINOIS DEPARTMENT OF NATURAL RESOURCES

#4818

AN EQUAL OPPORTUNITY EMPLOYER
CAREER OPPORTUNITY BID NOTICE

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

Position Title: Office Coordinator Opt.2 (Part Time 50%) **Monthly Salary Range:** Pro Rated 50%: \$1,513.50 -- \$2,111.50

Position Location: Des Plaines SF & WA, 24621 N. River Rd., Wilmington, IL 60481 (Will County)

Work Schedule: Monday: 8:00 am – 2:45 pm, ½ hour lunch.

Tuesday: 8:00 am – 12:00 pm

Thursday: 8:00 am – 12:00 pm

Friday: 8:00 am – 2:00 pm, ½ hour lunch.

Wednesday, Saturday & Sunday off.

Description of Duties

Under direction, performs technical secretarial duties for the Public Service Administrator consisting of specialized clerical work in processing vouchers and maintenance of bookkeeping records, utilizing computer word processing, spreadsheet and database software, performs a variety of typing and clerical duties.

Desirable Education, Training and Experience

Knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years related office experience; working knowledge of computer programs; accurate typing at 30 wpm.

Where to Apply: <u>Jeff Wepprecht</u>	<u>24621 N. River Rd., Wilmington, IL 60481</u>	<u>815.423.5326</u>
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