



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

CAREER OPPORTUNITY
NOTICE OF VACANT POSITION

Position Title: Assistant Policy Advisor (2 positions)

Department: Chicago Operations

Division: Comptroller

Full-Time

Salary: \$60,000 - \$70,000

Union: Non Union/Exempt

Posting Number: 22-014

Description on Duties/Essential Functions:

Under the general direction of Senior Policy Advisor, supports the executive staff, performs a variety of duties related to office policy initiatives; performs research on policy proposals and functions, recommends, develops and implements policies and procedures; makes independent decisions within defined limits requiring knowledge of policy and program functions, rules, and regulations; performs assignments that are often sensitive or confidential in nature; may represent the Senior Policy Advisor.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to the completion of four years of college, preferably with courses in business or public administration. Requires prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization. Requires a thorough knowledge of business administration principles, and/or finance and public policy within the banking industry, and modern management practices and effective communication techniques.

Work Location:

Illinois Office of Comptroller
Chicago, IL 60601

How to Apply:

Applicants will be graded based on education and experience. Applicants must submit the **Illinois Office of Comptroller application** by the closing date of this posting. Applications can be found on the Comptroller's website, <http://illinoiscomptroller.gov/employment/>. A detailed resume may also be attached but should not replace the application.

No other applications, including the "CMS100," will be accepted. Completed and *signed* applications may be mailed or emailed to:

Incoming@illinoiscomptroller.gov

Office of Human Resources

IL Office of Comptroller

325 West Adams,

Springfield, IL 62704

Last date to apply: continuous

The Illinois Office of Comptroller is an Equal Opportunity Employer.