



**CAREER OPPORTUNITY
NOTICE OF VACANT POSITION**

Position Title: Office Associate (2 positions)
Department: Administrative Services
Section: Operations
Unit: Warrant & Records Center Services

Full-Time
Salary: \$37,000-\$53,777
Union: B-2 Teamsters/IFT
Posting Number: 23-005

Description on Duties/Essential Functions:

Under direction, provides clerical support within various units of Warrants & Records Center, including researches payment information on phone, fax and mail requests; enters correspondence and transmittal letters responding to warrant and voucher requests; types certification of documentation; maintains Account Receivables system for copy charges generated by the Office, follows standard office procedures in assisting in the processing of trailer deduction warrants and reports, payroll, ER warrants, bond, household payroll, HCFS/mercury, EFT warrants commercial, medical specials; provides assistance with warrant replacements; operates computerized mail processing equipment; performs mail and messenger services for the office. *The successful applicant for this position will be primarily assigned to the Record Center to assist with the phone inquiries. However, this person may be detailed as needed, to perform IFT/Teamsters bargaining unit work in various units within Springfield Administrative Services.*

This position is covered by the IFT/Teamsters collective bargaining agreement.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience. Requires knowledge of composition, grammar, spelling and punctuation; requires the ability to follow oral or written instructions. Requires the ability to sit for long periods of time, repetitive hand movement, bending twisting, and lifting up to 20 lbs.

Work Location:

Illinois Office of Comptroller
325 West Adams Street
Springfield, IL 62704

How to apply for this position:

To apply for this position, applicants must submit the Comptroller's application, and any applicable grade notice by the closing date of this posting in order to be considered for this position.

Illinois Office of Comptroller applications can be found on the State of Illinois Comptroller Susana A. Mendoza website, <http://illinoiscomptroller.gov/employment/>. **No other application, including the CMS100, will be accepted when applying for IOC positions.**

Complete applications should be submitted to:

Office of Human Resources
Incoming@illinoiscomptroller.gov
IL Office of Comptroller
325 West Adams,
Springfield, IL 62704

Last date to apply: February 24, 2023

The Illinois Office of Comptroller is an Equal Opportunity Employer.