



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

CAREER OPPORTUNITY
NOTICE OF VACANT POSITION

Position Title: Information Technology Trainee
Division: Operations
Section: Information Technology

Part-time/Full-time
Salary: \$40,000 - \$55,000
Posting Number: 19-019

Description on Duties/Essential Functions: Under immediate supervision and administrative direction, functions in an administrative training capacity supporting the Information Technology program initiatives for a period of a minimum of 6 months and not to exceed 12 months; works with IOC personnel to develop knowledge and understanding to analyze and resolve application problems and design software enhancements; in-service and on-the-job training to respond to software problems and implement corrective actions; codes and tests software problem fixes and enhancements to meet IOC user requirements; documents software changes and applies IOC procedures; assists in the preparation of software for migration between tests and production environments; assists in the conversion of legacy applications to a more modern computing environment.

Education and Experience: Requires knowledge, skill and mental development equivalent to a bachelor's degree in Computer Science, Information Technology or a related degree with coursework specific to information technology; or active enrollment in college with satisfactory completion of 24 semester hours in computer science. Educational equivalencies may be recognized, and experience may be substituted for education.

Work Location:

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

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 Illinois State Comptroller Susana A. Mendoza's website, <http://illinoiscomptroller.gov/employment/> or by visiting the Illinois Office of Comptroller, 325 West Adams, Springfield, IL 62704. A detailed resume may also be attached but should not replace the application.

No other applications, including the "CMS100," will be accepted. Complete applications should be submitted to:

Illinois Office of Comptroller
Attn: Human Resources
325 West Adams,
Springfield, IL 62704

Last date to apply: continuous

The Illinois Office of Comptroller is an Equal Opportunity Employer.