



STATE OF ILLINOIS  
COMPTROLLER  
SUSANA A. MENDOZA

**CAREER OPPORTUNITY  
NOTICE OF VACANT POSITION**

**Position Title: Office Associate-INTERMITTENT**  
**Department: Administrative Services**  
**Section: Warrant Processing**

**Intermittent: January-May\***  
**Salary: \$25,824-\$54,029**  
**Union: B-2 Teamsters/IFT**  
**Posting Number: 18-045**

**Description on Duties/Essential Functions:** Under direct supervision, operates, programs and maintains computerized mail processing equipment, continuous forms-bursting machines, shredders, etc.; binds computer produced reports and processes incoming and outgoing mail. *This position is covered by the IFT/Teamsters collective bargaining agreement.*

**\*Schedule:** *January: Monday – Friday 8:00 a.m. – 4:00 p.m.*  
*February: OFF (may call back if necessary)*  
*March: Monday – Friday 8:00 a.m. – 4:00 p.m.*  
*April: Monday – Friday 8:00 a.m. – 4:00 p.m.*  
*May: Monday – Friday 8:00 a.m. – 4:00 p.m.*

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires basic knowledge of US Postal regulations; requires working knowledge of office methods and procedures; requires the ability to use computer programs; requires ability to operate computerized mail processing equipment, including the ability to make minor adjustments and repairs to equipment; ability to follow oral and written instructions; and ability to maintain satisfactory working relationships with other employees and the general public. Requires mechanical aptitude and the ability to lift up to 60 pounds.

**Work Location:**

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

**How to Apply:**

The Office Associate, Option 1 position requires a written and touch screen examination administered by the Department of Central Management Services (CMS) Test Center, located in the Capital City Training Center, 130 West Mason Street, 2<sup>nd</sup> Floor, Springfield, IL. The Office Associate examination is part of the continuous examination program administered by CMS and is open for testing from 8:00 a.m. to 2:00 p.m. Monday through Thursday.

**Submit a completed State of Illinois Comptroller application to the contact name and address listed below by the posting closing date. Applications can be found on State of IL Comptroller Susana A. Mendoza website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of the Comptroller, 325 West Adams, Springfield, IL 62704.**

**No other applications, including the “CMS100” will be accepted.** Complete applications, **with applicable grade notice**, (a detailed resume may also be attached) should be submitted to:

**Office of Human Resources  
IL Office of the Comptroller  
325 West Adams,  
Springfield, IL 62704**

**Last date to apply: December 20, 2018**

**The Illinois Office of the Comptroller is an Equal Opportunity Employer.**