



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

CAREER OPPORTUNITY
NOTICE OF VACANT POSITION

Position Title: Office Associate, Option 1
Department: State Accounting
Section: State Payroll

Full-Time
Salary: \$37,000-\$53,777
Union: B-2 Teamsters/IFT
Posting Number: 19-041

Description on Duties/Essential Functions: Under direction of the Public Service Administrator- Payroll Unit, confirms the accuracy of payroll vouchers and files sent by state agencies; prepares vouchers for warrant writing through logging, data entry and comparison checks; processes duplicate tax statement requests for state employees and retirees; verifies address file accuracy, assists in W-4 card entry for state employees; notifies agencies regarding employee social security number discrepancies; assists in verifying written payroll warrants, payroll schedules, and daily statistical reports; assists labeling, maintaining, and filing processed payroll vouchers. Assists in maintaining the workload entering the payroll unit and acts as a back-up to various positions as needed. *This position is covered by the IFT/Teamsters collective bargaining agreement. The successful applicant for this position will be primarily assigned to the State Payroll. However, this person may be detailed as needed, to perform IFT/Teamsters bargaining unit work in various units within State Accounting.*

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office methods and procedures; ability to use mainframe and computer programs; ability to operate commonly used manual and automated office equipment and perform routine maintenance; ability to follow oral and written instructions; skill to accurately keyboard; and ability to maintain satisfactory working relationships with other employees and the general public.

Work Location:

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

How to obtain a qualifying grade:

The Office Associate, Option 1 position requires a written and touch screen examination administered by the Department of Central Management Services (CMS.) All applicants must meet the education and experience requirements listed above in order to take a written examination. (CMS requires completion of a CMS100 application in order to take their exam.) The CMS Assessment Center is located in the Capital City Training Center, 130 West Mason Street, 2nd 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.

How to apply for this position:

Submit your qualifying grade notice along with a completed **State of Illinois Comptroller application** to the address listed below by the posting closing date. Applications can be found on Illinois State Comptroller Susana A. Mendoza's website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of Comptroller, 325 West Adams, Springfield, IL 62704. *No other application, 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 Comptroller
325 West Adams,
Springfield, IL 62704

Last date to apply: December 12, 2019