



**SUSANA A. MENDOZA**  
ILLINOIS STATE COMPTROLLER

**CAREER OPPORTUNITY**  
**NOTICE OF VACANT POSITION**

**Position Title: Office Associate**  
**Division: Administrative Services**  
**Section: Warrant/Mail Distribution**

**Full-Time**  
**Salary: \$37,000 - \$53,777**  
**Union: IFT/916**  
**Posting Number: 20-019**

**Description on Duties/Essential Functions:** Under direct supervision, operates, maintains and programs computerized mail inserting and mail sorting equipment; prepares registered and certified mail for IOC; sort, deliver, pick up mail, including loading and unloading bulk mail; responsible for daily mail runs to other state agencies and US Post Office.

**Education and Experience:** Requires knowledge, skill and mental development equivalent to completion of high school and two (2) years of related office experience. Requires the ability operate computerized mail processing equipment, including the ability to make minor adjustments and repairs to equipment.

Requires the ability to lift up to 50 pounds and the ability to operate a manual or electric pallet jack.  
Requires a valid IL driver's license.

**Work Location:**

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

**How to Apply:**

Submit your qualifying grade notice along with a completed **State of Illinois Comptroller application** to the address or email listed below by the posting closing date. Applications can be found on Illinois State Comptroller Susana A. Mendoza's website, <http://illinoiscomptroller.gov/employment/>. *No other application, including the "CMS100," will be accepted.*

Complete and signed applications, with applicable grade notice, (a detailed resume may also be attached) may be mailed or emailed to:

**Michele Cusumano**

[Michele.Cusumano@IllinoisComptroller.gov](mailto:Michele.Cusumano@IllinoisComptroller.gov)

**Office of Human Resources**

**IL Office of Comptroller**

**325 West Adams,**

**Springfield, IL 62704**

**Last date to apply: July 10, 2020**

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