

Job Title: OFFICE COORDINATOR - OPT 2 (BUSINESS OFFICE)

Requisition ID **33785** - Posted **12/22/2023** - (Dixon - 2600 N Brinton Ave)
(Public Safety; Office & Administrative Support) - **Northwest Region** - (Lee)

Agency : Department of Corrections - Dixon Correctional Center

Closing Date/Time: 01/08/2024

Salary: Anticipated starting salary: \$3,754/month; CBA applies; Full Range: \$3,754-\$5,125/month

Job Type: Salaried Full Time

County: Lee

Number of Vacancies: 1

Plan/BU: RC014

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

While not required, a Resume/Curriculum Vitae (CV) is recommended. When applicable, titles that require specific coursework, professional license or certification will include a notation requesting the appropriate document(s) be uploaded in the Additional Documents section of your application. Failure to upload requested transcripts, license and/or proof of certification when specified may result in ineligibility. Please note that the Department of Corrections must verify proof of higher education for any degree earned (if applicable) regardless of vacancy title before any offer can be extended.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Posting Identification Number 33785

Position Overview

The Illinois Department of Corrections is seeking a dedicated Office Coordinator to join the Business Office located at Dixon Correctional Center. Under direction of the Business Administrator (Public Service Administrator), this person will serve as the administrative secretary to the Business Administrator performing highly administrative secretarial duties, as well as serving as a receptionist. They will also assist with accumulation of information for budget preparation and in the inputting of the budget. The ideal candidate should have outstanding interpersonal skills. This person should be competent in the use of the Microsoft Office suite of applications (Outlook, Word, Excel, PowerPoint), or similar software, and have strong clerical and organizational skills. We encourage all interested and qualified individuals to apply.

Job Responsibilities

1. Serves as the administrative secretary to the Business Administrator.
2. Assists in the reconciliation of third party health care provider's staffing reimbursements by tracking attendance from sign-in sheets and approved overtime slips.
3. Serves as receptionist.
4. As a secretary, provides clerical assistance to the Business Office.
5. Updates, distributes, and collects quarterly contract monitoring instruments from various departments and assists in the summarizing results to complete report to the Warden.
6. Performs internal audits when assigned.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to two (2) years of secretarial/business college, OR completion of high school AND two (2) years of related office experience, OR two (2) years of independent business experience.
2. Requires ability to keyboard accurately at 30 words per minute.

Preferred Qualifications (In Order of Significance)

1. Prefers at least three (3) years of experience working in an office setting.
2. Prefers at least three (3) years of experience gathering data and preparing reports.
3. Prefers at least three (3) years of experience using Microsoft Office suite or similar programs.
4. Prefers at least three (3) years of experience maintaining a filing system.
5. Prefers at least two (2) years of experience working in a customer service setting.
6. Prefers at least two (2) years of experience operating a telephone in a customer service setting.
7. Prefers at least two (2) years of experience responding to inquiries in a customer service setting.

Conditions of Employment

1. Requires ability to pass the IDOC/IDJJ background check.
2. Requires ability to pass a drug screen. The use of unauthorized drugs by an employee, regardless of position held, is prohibited.

3. Applicants are required to abide by all vaccine and/or other medical standards as set out by the employer.

The conditions of employment listed here are incorporated and related to any of the job duties as listed the job description.

About the Agency

The Illinois Department of Corrections is a multicultural agency deeply committed to ensuring diversity, equity, and inclusion. This commitment is at the forefront of our operations, hiring, policies and procedures, and training. We recognize the benefit of workplace empowerment, the importance of diversity and fully support an environment where ALL employees are treated fairly, respectfully, and have equal access to opportunities and resources necessary to thrive and contribute to the agency's success. IDOC genuinely values the differences of individuals in our custody and is committed to ensuring a healthy living environment where they feel valued, respected, and included.

Through our commitment to Diversity, Equity, and Inclusion (DEI), we shall establish and uphold agency policies and practices conducive to eliminating all forms of exclusion including, but not limited to, racism, ageism, ableism, sexism, discrimination based on sexual orientation and gender, and religious oppression.

The IDOC team works to serve justice in Illinois and increase public safety by promoting positive change in behavior of individuals in custody, operating successful reentry programs, and reducing victimization.

Employees enjoy excellent benefits, including health, vision, and dental insurance; retirement plan and deferred compensation; state holidays and other benefit time off; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

The Illinois Department of Corrections is proud to be an Equal Opportunity Employer.

Work Hours: 8:00am-4:00pm, Mon-Fri, Sat/Sun off

Work Location: Dixon Correctional Center - 2600 N Brinton Ave Dixon, IL 61021-9532

Agency Contact:

Karmin Bush

Email: karmin.bush@illinois.gov

Phone #: 815-288-5561 Option 3

Job Family: Public Safety; Office & Administrative Support

This position DOES NOT contain "Specialized Skills" (as that term is used in CBAs).

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on [Illinois.jobs2web.com](https://illinois.jobs2web.com) – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com