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OFFICE OF THE AUDITOR GENERAL
FRANK J. MAUTINO

NOTICE OF POSITION VACANCY

POSTING DATE: July 13, 2016
POSITION TITLE: Administrative Specialist
POSITION SUMMARY: Performs secretarial duties; provides administrative support
LOCATION: Springfield, Illinois
FULL-TIME SALARY RANGE: \$25,000-\$42,000
APPLICATION DEADLINE: August 3, 2016 - All applications must be received in our Springfield Office by 4:30 p.m. on this date to be eligible for consideration

APPLICATION PROCEDURE:

Interested applicants must submit a completed Illinois Auditor General employment application to:

Jim Dahlquist
Senior Administrative Manager
Office of the Auditor General
740 E. Ash Street
Springfield, Illinois 62703-3154

To obtain an application, individuals may call (217) 782-6046 or TTY (888) 261-2887, e-mail us at jdahlquist@auditor.illinois.gov, write to the above address, or download our application form on line at www.auditor.illinois.gov. Assistance in completing the application is available for applicants with disabilities.

REQUIRED QUALIFICATIONS:

- High school diploma
- Formal education or training in software suites, business English, general office procedures, bookkeeping, and other skills pertinent to secretarial and administrative science
- At least three years of progressively responsible clerical or secretarial experience
- Thorough knowledge of business English and Office software suites; ability to prepare and maintain complex records, maintain confidentiality, compose and distribute correspondence, operate office equipment, and work well with others

DESIRED QUALIFICATIONS:

- Knowledge of Auditor General policies, procedures, and activities
- Knowledge of agencies in Illinois State government
- Knowledge of Microsoft Office products
- Knowledge of PDF conversion tools

Applicants for employment with the Office of Auditor General will be subject to background checks, including fingerprint-based criminal history background checks. An individual's refusal to authorize background checks will result in withdrawal from consideration for employment. The existence of a criminal conviction will not automatically disqualify an individual from employment or employment consideration.

The Office of Auditor General is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, citizenship, arrest record, order of protection status, age, marital status, physical or mental disability, military status or unfavorable discharge from military service, or pregnancy, childbirth or related medical condition.