

Open Competitive Continuous Examination Program Title Listing



(1) = Multiple-Choice Test (2) = Training and Experience Evaluation (3) = Written Test with Typing Required

OPEN EXAMINATIONS

Examinations for the following position titles are administered on a regularly scheduled basis. The number in parentheses before each title reflects that title's testing method as indicated above.

(1) Account Clerk	(3) Intermittent Correspondence Operator I – II	(2) Motor Vehicle Regulations Technician I – II
(1) Account Technician I – II	(3) Intermittent Data Input Associate	(2) Office Operations Supervisor
(2) Accountant I – II – III – IV – V	(3) Intermittent Data Input Controller	(1) Operations Assistant
(2) Administrative Assistant I – II – III	(1) Intermittent Micrographic Equipment Operator	(1) Operations Associate
(2) Administrative Clerk	(1) Intermittent Motor Vehicle Cashier	(1) Operations Clerk
(1) Bindery Operator	(2) Intermittent Motor Vehicle Regulations Technician I	(2) Personnel Associate
(2) Budget Analyst I – II	(1) Intermittent Operations Assistant	(2) Personnel Specialist
(2) Business Services Representative	(1) Intermittent Operations Associate	(1) Printing Equipment Operator I – II
(2) Business Services Specialist	(1) Intermittent Operations Clerk	(1) Public Service Clerk
(1) Computer Mailing Machine Operator I	(1) Intermittent Public Service Clerk	(1) Public Service Representative
(1) Computer Production Specialist I	(1) Intermittent Public Service Representative	(2) Public Service Supervisor
(3) Correspondence Operator I – II	(1) Intermittent Tour Guide	(2) Records Archivist
(1) Data Center Specialist I	(2) Intermittent Transportation Specialist	(2) Records Archivist Intern
(3) Data Input Associate	(2) Library Program Manager I – II	(2) Records Archivist Senior
(3) Data Input Controller	(2) Library Specialist	(1) Returned Check Collector
(2) Data Input – Lead	(2) Library Subject Specialist	(2) Safety and Financial Responsibility Hearing Officer
(2) Driver Services Regional Manager	(2) Library Technical Specialist	(3) Secretary I – II
(2) Drivers Facility Manager I – II	(1) Library Technician	(2) Securities Examiner I – II – III
(2) Driver's License Hearing Officer	(2) Managerial Assistant I – II – III – IV	(2) Storekeeper
(2) Executive I – II – III – IV – V	(1) Messenger Clerk	(3) Teletype Operator (Sangamon County Only)
(2) Executive I – II – III – IV – V	(1) Micrographic Equipment Operator	(1) Tour Guide
(2) Formal Hearing Officer	(2) Micrographic Equipment Operator – Lead	(2) Transportation Specialist
(2) Information Systems Specialist	(3) Motor Carrier Technician	(2) Transportation Specialist – CDL
(2) Information Systems Technician	(1) Motor Vehicle Cashier	
(1) Intermittent Account Clerk		
(1) Intermittent Computer Mailing Machine Operator		

CLOSED EXAMINATIONS

Examinations for the following position titles are **not** currently administered. Any time an examination is opened, all valid applications on file for training and experience titles will be graded and the results sent to the applicants. For titles requiring a written test, valid applicants will be notified of the time(s) and location(s) of testing. Applications submitted for these titles are valid for **one year**, after which time interested applicants must re-submit an application to be considered for the position.

(2) Archival Conservator	(2) Communications Network Technician	(2) Information Systems Advisor
(2) Archival Program Administrator	(2) Computer Mailing Machine Operator II	(2) Information Systems Coordinator
(2) Archival Program Supervisor	(2) Computer Output Microfilm Operator	(2) Internal Auditor I – II
(2) Assistant Chief of Security	(2) Computer Output Microfilm Op. – Lead	(2) Janitorial Supervisor
(2) Audio-Visual Photographic Technician	(2) Computer Operations Supervisor	(1) Library Aide I – II
(2) Automotive Attendant	(2) Computer Production Specialist II – III	(2) Library Intern
(2) Automotive Body Specialist	(2) Data Center Specialist II – III	(2) Library Program Administrator
(1) Auto Parts Auditor	(2) Data Input Manager	(2) Library Program Specialist
(1) Auto Parts Auditor Supervisor	(2) Data Input Supervisor	(2) Maintenance Mechanic
(2) Auto Service Mechanic	(2) Data Systems Administrator	(2) Maintenance and Trades Superintendent
(2) BAIID Program Representative	(2) Data Systems Auditor	(2) Medical Review Specialist
(2) Building Manager	(2) Data Systems Manager	(2) Merit System Program Analyst
(2) Chief of Security	(2) Driver Services Metro Manager	(2) Methods and Procedures Advisor I – II – III
(1) Communications Network Controller I – II	(2) Governmental Career Trainee	(2) Microfilm Laboratory Technician
(2) Communications Network Supervisor	(2) Graphic Arts Illustrator	(2) Microfilm Laboratory Technician – Lead

(continued on next page)

Closed Examinations (continued)

(2) Micrographics Manager	(2) Safety Instructor	(2) Securities Special Agent – Chief
(2) Micrographic Equipment Supervisor	(2) Securities Analyst	(2) Securities Special Agent – Trainee
(2) Motor Carrier Reciprocity Prorate Auditor	(2) Securities Enforcement Auditor I – II	(2) Senior Archival Conservator
(2) Outreach Representative	(2) Securities Investigator	(1) Stores Clerk
(2) Personnel Specialist Senior	(2) Securities Investigator – Trainee	(2) Training Specialist
(2) Printing Equipment Supervisor	(2) Securities Senior Analyst	(2) Warehouse Manager
(2) Photographer	(2) Securities Senior Investigator	(2) Yard Maintenance Lead Supervisor
(2) Program Compliance Representative	(2) Securities Senior Special Agent	(2) Yard Maintenance Supervisor
(2) Public Information Representative I – II	(2) Securities Special Agent	

APPLICATIONS ACCEPTED

Applications are accepted for the following position titles on a continuous basis; however, these titles are exempt from testing. Qualifying applications submitted for these titles are valid for **one year**, after which time interested applicants must re-submit an application to be considered for the position.

Clerical Trainee	Maintenance Laborer	Plasterer
Janitor	Maintenance Laborer – Asbestos	Public Service Intern
Legal Advisor I – II	Maintenance Laborer Foreman	Security Guard
Maintenance Brick Mason	Maintenance Laborer General Foreman	Senior Legal Advisor
Maintenance Brick Mason Foreman	Maintenance Mason Tender	Special Agent I – II
Maintenance Carpenter	Maintenance Painter	Special Agent Senior
Maintenance Carpenter Foreman	Maintenance Painter Foreman	Stationary Apprentice Engineer
Maintenance Carpenter General Foreman	Maintenance Plumber	Stationary Engineer
Maintenance Cement Mason	Maintenance Plumber Foreman	Stationary Engineer – Assistant Chief
Maintenance Electrician	Maintenance Plumber General Foreman	Stationary Engineer – Chief
Maintenance Electrician Foreman	Maintenance Steamfitter	Stationary Fireman
Maintenance Electrician General Foreman	Maintenance Tinsmith	Refrigeration and Air Conditioning Repairer
Maintenance Insulator	Maintenance Worker – Power Plant	Tile, Marble and Terrazo Finisher
		Yard Maintenance Worker

TEMPORARY EMPLOYMENT AVAILABLE

You may apply for temporary employment for the following titles by checking the corresponding box on the application you submit at the time of testing. Temporary employees perform work that is temporary or seasonal in nature, for which the duties and responsibilities are performed for **not more than six months in any 12-month period**. Temporary appointments are made without regard to an eligible list; however, applicants must display proficiency in related and essential knowledge, skills and abilities.

(1) Account Clerk	(3) Data Input Controller	(1) Printing Equipment Operator I
(1) Account Technician I – II	(1) Library Aide I – II	(1) Public Service Clerk
(2) Administrative Clerk	(1) Micrographic Equipment Operator	(1) Public Service Representative
(1) Computer Mailing Machine Operator I	(1) Motor Vehicle Cashier	(3) Teletype Operator
(2) Computer Mailing Machine Operator II	(1) Operations Assistant	(1) Tour Guide
(3) Correspondence Operator I – II	(1) Operations Associate	
(3) Data Input Associate	(1) Operations Clerk	

SWORN LAW ENFORCEMENT TITLES

To be considered for hire in these classifications, you must complete the Illinois Secretary of State **Department of Police application** and submit the application to the Department of Police. This application is available on the Illinois Secretary of State, Department of Police webpage or may be obtained by contacting the Department of Police.

Capitol Police Investigator	Investigator
Capitol Police Investigator – Trainee	Investigator – Trainee
Capitol Police Investigator – Sergeant	Investigator – Sergeant
Capitol Police Investigator – Lieutenant	Investigator – Commander
	Investigator – Lieutenant

For any questions on the Sworn Law Enforcement Titles, please contact the Department of Police at:

Illinois SOS Department of Police
110 E. Adams St.
Springfield, IL 62756
(217) 782-7126