



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Office Assistant
Division: Unclaimed Property
Location: Springfield
Union: AFSCME

Overview: This is an administrative support position responsible for handling a variety of organizational and operational duties and is primarily responsible for front desk coverage, greeting the public, and assisting with clerical functions as needed to ensure efficient daily operations of the Unclaimed Property Division. Attendance is an essential function of this position.

Duties and Responsibilities:

- Provides clerical support for the Unclaimed Property Division including but not limited to: greeting visitors, opening, sorting and logging of mail and faxes and maintenance of physical files
- Monitors the Unclaimed Property Division automated phone system; answers phone calls and routes overflow calls appropriately
- Performs data entry functions
- Signs for and maintains logs of incoming and outgoing certified, registered and express items
- Maintains logs of returned comment cards
- Distributes incoming faxes and monitors outgoing faxes by continually updating the fax log from reception fax machine
- Prioritizes and manages multiple projects simultaneously, and follows through on issues in a timely manner
- Ensures the common areas of the office are well maintained

Specific Skills:

- Strong working knowledge of Microsoft Office
- High attention to detail and ability to work independently and as a team player in a deadline oriented environment.
- Ability to listen and communicate effectively and understand policies and procedures
- Strong organizational skills
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- Physical ability to perform repetitive movements, sit, stand, walk and bend and ability to lift up to 50 lbs.

Education and Work Experience: Associate's degree in Public Administration and/or Business or related field, three (3) or more years of job-related work experience, OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to carry out the duties of the position.

Application Process: Send completed application including letter of interest and resume via email to:

Chief Operating Officer @ HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States

State Capitol
Room 219
Springfield, IL 62706
Phone: (217) 782-2211
Fax: (217) 785-2777
TTY: (866) 877-6013

James R. Thompson Center
100 West Randolph Street
Suite 15-600
Chicago, IL 60601
Phone: (312) 814-1700
Fax: (312) 814-5930
TTY: (866) 877-6013

Illinois Business Center
400 West Monroe Street
Suite 401
Springfield, IL 62704
Phone: (217) 782-6540
Fax: (217) 524-3822
TTY: (866) 877-6013

Myers Building
One West Old State Capitol Plaza
Suite 400
Springfield, IL 62701
Phone: (217) 785-6998
Fax: (217) 557-9365
TTY: (866) 877-6013