



## 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](mailto:HR@illinoistreasurer.gov)**

[http://www.illinoistreasurer.gov/Office\\_of\\_the\\_Treasurer/Employment\\_Opportunities](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

<b>State Capitol</b> Room 219 <b>Springfield, IL 62706</b> <b>Phone:</b> (217) 782-2211 <b>Fax:</b> (217) 785-2777 <b>TTY:</b> (866) 877-6013	<b>James R. Thompson Center</b> 100 West Randolph Street Suite 15-600 <b>Chicago, IL 60601</b> <b>Phone:</b> (312) 814-1700 <b>Fax:</b> (312) 814-5930 <b>TTY:</b> (866) 877-6013	<b>Illinois Business Center</b> 400 West Monroe Street Suite 401 <b>Springfield, IL 62704</b> <b>Phone:</b> (217) 782-6540 <b>Fax:</b> (217) 524-3822 <b>TTY:</b> (866) 877-6013	<b>Myers Building</b> One West Old State Capitol Plaza Suite 400 <b>Springfield, IL 62701</b> <b>Phone:</b> (217) 785-6998 <b>Fax:</b> (217) 557-9365 <b>TTY:</b> (866) 877-6013
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