

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

*** **Please Note:** State offices will be **closed** on the following days in 2012: **January 2, January 16, February 13, February 20, May 28, July 4, September 3, October 8, November 6, November 12, November 22, November 23, and December 25.**

Group A Titles Which Require An Automated Multiple-Choice Exam:

Account Clerk I & II *Account Technician I Administrative Services Worker Trainee Automotive Mechanic Opt 1, 2, 3 (See below) Building/Grounds Laborer Building/Grounds Maintenance Worker Clerical Trainee Data Processing Administrative Specialist Data Processing Specialist Data Processing Technician Data Processing Technician Trainee *Dietitian *Disability Claims Adjudicator Trainee Electronic Equipment Installer/Repairer *Employment Security Program Representative *Employment Security Program Rep – Intermittent *Employment Security Service Representative Executive Secretary I, II, III, Opt 2 & 3 *Forensic Scientist Trainee, Opt A, B, C Guard II	Highway Maintainer (See below) Human Resources Assistant, Opt 1 & 2 Human Resources Associate, Opt 1 & 2 *Human Rights Investigator I *Information Systems Analyst I, II, & III, Opt N, W, J *Insurance Analyst I & II, Option 2 (SQ) (Opt. 2 Group Insurance/Benefits, no typing req.) Intermittent Clerk, Opt 1 & 2 Intermittent Laborer – Maintenance Laboratory Assistant Maintenance Equipment Operator (See below) Maintenance Worker Meat & Poultry Inspector Trainee Natural Resource Technician I Office Administrator I, II, III, IV, V, Opt 1, 2 & 3 Office Aide Office Assistant, Options 1, 2, 3 & 5 Office Associate, Opt 1, 2, & 3 Office Clerk, Opt 1, 2, & 5	Office Coordinator, Opt 1, 2, 3 & 4 Office Specialist, Opt 1, 2, 3 & 4 *Pharmacy Technician Public Aid Eligibility Assistant Rehabilitation Case Coordinator I (Typing req) *Residential Care Worker Trainee-Cook/Morgan Co *Revenue Tax Specialist Trainee Security Therapy Aide Trainee Site Security Officer Site Technician II Stores Clerk Support Service Worker Switchboard Operator I Telecommunicator Trainee (Typing required) *Unemployment Insurance Revenue Analyst I *Unemployment Insurance Revenue Analyst II *Unemployment Insurance Revenue Specialist *Veterans Employment Representative I, Option 2
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Most position titles require a separate application (specific information on these titles can be obtained at any assessment center.)

The **Highway Maintainer** examination requires possession of a valid commercial drivers license, Class "A" with endorsements of "N" (tankers) or "X" (tankers with hazardous materials) and non-restrictive air brakes. **CDL PERMITS ARE NOT ACCEPTED.**

The **Automotive Mechanic** option 1,2, & 3 and **Maintenance Equipment Operator** examinations require the possession of a valid Class "A" or Class "B" commercial drivers license (CDL). **CDL PERMITS ARE NOT ACCEPTED.**

Applicants who test for titles marked with an asterisk () will be sent their grades through the mail after their education and/or experience is reviewed by the Division of Examining & Counseling.

Guide to Options:

Automotive Mechanic: 1-General, 2-Truck & Welding, 3-Medium/Heavy Trucks. **Forensic Scientist Trainee:** A-Firearms/Tool Marks, Latent Prints, Questioned Documents & Imaging Photography laboratory disciplines, B-Trace Chemistry/Microscopy, Drug Chemistry & Toxicology laboratory disciplines, C-Biology & DNA laboratory disciplines. **Human Resource Series:** 1-General, 2-Typing. **Information Systems Analyst series:** N-Wide Area Networks, W-Web Developer; J-Java Application Developer. **Office Series:** 1-General, 2-Typing, 3-Dictation, 4-Computer or 5-Mail and Messenger (where applicable to title).

Veterans Employment Representative: 2-Qualified Service Connected Disabled Veteran.

Original employment applications (CMS100) are preferred. Quality photocopies are accepted. Your original signature is required. In general, a separate application is required for each position title including the level and option. Contact the Examining and Counseling Division for exceptions by calling 217/782-7100 (voice); 217/524-1383 (TTY) or 800/526-0844 (Illinois Relay Center). **ID is required to take an examination – a Photo ID is preferred.**

LOCATION OF ASSESSMENT CENTERS

Office hours Monday – Friday 8:00 a.m. – 5:00 p.m.

<p>SPRINGFIELD Capital City Training Center 130 West Mason Street Second Floor Springfield, Illinois 62702 217/524-1321 (Voice) 217/524-1383 (TTY) or 1-800-526-0844 (Illinois Relay Center) Flexible schedule testing: Check-in 8:00 a.m.-2:00 p.m. Monday, Tuesday, Wednesday, Thursday (Exception for Data Processing Administrative Specialist, Data Processing Specialist, Disability Claims Adjudicator Trainee, HR Asst., HR Assoc., Insurance Analyst II, Telecommunicator Trainee and Dictation exams; for these titles you must arrive and be ready to test before 1:30 p.m. To test for the Revenue Tax Specialist Tr. title you must arrive and be ready to test before 12:30 p.m.)</p>	<p>CHICAGO James R. Thompson Center 100 W. Randolph Street Suite 3-300 Chicago, Illinois 60601 312/793-3565 (Voice) 312/814-4458 (TTY) or 1-800-526-0844 (Illinois Relay Center) Flexible schedule testing: Check-in 8:00 a.m.- 1:30 p.m. Monday, Tuesday, Wednesday, Thursday (Exception for Data Processing Administrative Specialist, Data Processing Specialist, Disability Claims Adjudicator Trainee, HR Asst., HR Assoc., Insurance Analyst II, Revenue Tax Spec. Tr., Telecommunicator Trainee and Dictation exams; for these titles you must arrive and be ready to test before 12:30 p.m.) ***NOTE: A government-issued photo ID is <u>required</u> in order to enter the JRTC building.</p>
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BY APPOINTMENT ONLY

Office hours Monday – Friday 8:00 a.m. – 4:30 p.m.

<p>MARION State Regional Office Bldg. 2309 West Main Street, Suite 112 Marion, Illinois 62959 Telephone: 618/993-7005 Illinois Relay Center: 1-800-526-0844 (TTY Only)</p>	<p>ROCKFORD E. J. "Zeke" Giorgi Center 200 South Wyman Street Rockford, Illinois 61101 Telephone: 815/987-7004 Illinois Relay Center: 1-800-526-0844 (TTY Only)</p>	<p>CHAMPAIGN State Regional Office Bldg. 2125 South First Street Champaign, Illinois 61820 Telephone: 217/278-3435 Illinois Relay Center: 1-800-526-0844 (TTY Only)</p>
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**** NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

ALL ELECTRONIC DEVICES, INCLUDING CELL PHONES, MUST BE TURNED OFF PRIOR TO ENTERING THE TEST ROOM. VIOLATORS WILL BE SUBJECT TO DISQUALIFICATION AND/OR REMOVAL FROM THE TEST ROOM.

Position titles listed below are graded based on training & experience listed on the CMS application.

Mail to: Central Management Services, Examining and Counseling Division, Room 500 Stratton Bldg., Springfield, IL 62706.
Or submit the online application - no automated exam required.

*A Separate application is required for each job title and test option. The Information Service Specialist I & II and Information Systems Analyst I, II, & III titles will be accepted with multiple options on one application.

Group A Titles Graded Based On Training & Experience (TRAEX) – No Automated Exam Required:

Child Protection Associate Specialist	Guardianship Representative	Psychologist Associate
Child Protection Specialist	Health Facilities Surveillance Nurse	Public Service Administrator, Opt 1,3,6, 6C,6F & 8N
Child Support Specialist Trainee	Information Services Specialist I & II, Opt A,C, M & S	Registered Nurse I & II
Child Welfare Associate Specialist	Information Systems Analyst I, II & III, Opt A,C, M & S	Rehabilitation/Mobility Instructor Trainee
Child Welfare Specialist	Juvenile Justice Youth & Family Specialist, Option 1	Social Services Career Trainee
Clinical Lab. Technologist I, Opt A-Med Tech	Juvenile Justice Youth & Family Specialist Supervisor	Social Worker I, II & III
Educator, Opt A, B, C, D, E	Licensed Practical Nurse I & II	State Police Evidence Technician II
Environmental Protection Engineer I	Lottery Sales Representative	Veterans Nursing Asst – Certified
Gaming Special Agent	Mental Health Recovery Support Specialist I & II	Veterans Service Officer
Gaming Special Agent Trainee	Plant & Pesticide Specialist I	Workers Comp. Ins. Compliance Investigator
	Psychologist I, II & III	

Guide to Options:
Educator: Educator: A-Elementary, B-Secondary, C-Special Population, D-Transitional Bilingual, E-Corr. Adult Educator ABE/GED
Information Services Specialist/Analyst series: A-Applications Services, C-Client Services, S-Systems Services, M-Multi/Other Services
Public Service Admin: 1-General Admin/Business/Marketing/Labor/Personnel, 3-Management Information Systems/Data Processing/Telecommunications; 6-Health & Human Services; 6C-Health Statistics, 6F-Infectious Disease, 8N – Registered Nurse

****Language Options are offered for some titles, call any assessment center for more information. ****

Applications for the **Juvenile Justice Specialist Intern** must be submitted to the Department of Juvenile Justice, Executive Offices, Attn: Lisa Steiner/Jeffrey J. Hooker, 707 N. 15th Street, Springfield, IL 62702, (217) 557-1030/ Ext. 3004. Applications for the **Correctional Officer Trainee** title must be submitted to the Department of Corrections, Public Safety Shared Services, 1301 Concordia Court, Springfield, IL 62794-9277, 217/557-6010. Applications for the **Mental Health Technician Trainee** title must be submitted to the Department of Human Services, Technician Selection Program, 100 South Grand Avenue East (Lower Level), Springfield, IL 62762, 217/524-1548. People who are hearing impaired can contact the Illinois Relay Center at 1-800-526-0844.

Career Services: Career counselors are available at all of our assessment center locations by appointment only. After reviewing your completed application and discussing your education and work experiences, the counselor will recommend job titles for you and provide descriptions of the job requirements. The telephone numbers for the counseling offices are: Chicago (312) 814-2398 (voice), (312) 814-4458 (TTY); Springfield (217) 524-1321 (voice), (217) 524-1383 (TTY); Champaign (217) 278-3435; Marion (618) 993-7005; Rockford (815) 987-7004. People who are hearing impaired can contact the Illinois Relay Center at 1-800-526-0844 to contact the Champaign, Marion and Rockford offices.

Veterans Preference: Proof of military service must be provided prior to awarding of Veterans Preference. For more information regarding Veterans Preference call Central Management Services Veteran Outreach at 800/643-8138 (voice) or 800/526-0844 (TTY.)

If you are an individual with a disability and need assistance to participate in the testing process, please contact Disability Services at Springfield (217) 524-7514 (voice) or (800) 526-0844 (Illinois Relay Center) before the date of the test.

Additional information can be obtained by calling or writing to the Central Office at:

**Central Management Services
Examining and Counseling Division
William G. Stratton Building
401 S. Spring St, Room 500
Springfield, IL 62706
(217) 782-7100 (voice) or (800) 526-0844 (Illinois Relay Center)**

Visit our website at: work.illinois.gov

****Examinations may be canceled or limited to certain localities without notice as hiring needs are met. ****

To be used as a reference, information contained herein subject to change.

(5/14/12)