State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

SITE SECURITY OFFICER - 41115 Monthly Salary Range: $3025 - $4137

General duties: A Site Security Officer patrols assigned conservation sites and campgrounds or historic sites, buildings and grounds; affixes written warnings to unattended vehicles parked in restricted areas; reports reckless drivers and speeding violators to site superintendent or proper law enforcement agency; performs routine seasonal maintenance work when necessary in park or site; collects camping fees and issues camping permits; signs in visitors; provides maps and other information to park users regarding safe and proper use of facilities; may provide work guidance and training to temporary or part-time help in performing site security routines.

Desirable training and experience: Completion of four years of high school or equivalent training or experience.
NOTE: Requires possession of an appropriate valid driver's license. (Agency will check at time of interview.)

Knowledges tested: Written Instructions; Safety Practices; Fire Safety; Public Relations; Spelling; Report Form Completion and Mathematics.

Tests and weights: Automated multiple-choice test 100%.
****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE–CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELASPED.**

Length of eligibility period: One year.

Counties in which positions are established: Bureau, Clark, Clinton, Cook, Franklin, Jackson, Jersey, Kankakee, Lake, LaSalle, Macon, Menard, Will.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)
Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:
CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:
Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.
SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:
Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.

BY APPOINTMENT ONLY:
CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435
MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005
ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY FOR BOTH LOCATIONS: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER
6-1-96 K, (RC-029-08B) Salary 4-1-16, Counties Updated 1-10-14, Removed SS Option 4-19-10