

Office of the Secretary of State  
Department of Personnel

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.

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

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|--|--|-------------------------------------|
| (2) Archival Conservator                     | (2) Capitol Police Investigator – Sergeant   | (2) Data Systems Administrator      |
| (2) Archival Program Administrator           | (2) Chief of Security                        | (2) Data Systems Auditor            |
| (2) Archival Program Supervisor              | (1) Communications Network Controller I – II | (2) Data Systems Manager            |
| (2) Assistant Chief of Security              | (2) Communications Network Supervisor        | (2) Driver Services Metro Manager   |
| (2) Audio-Visual Photographic Technician     | (2) Communications Network Technician        | (2) Governmental Career Trainee     |
| (2) Automotive Attendant                     | (2) Computer Mailing Machine Operator II     | (2) Graphic Arts Illustrator        |
| (2) Automotive Body Specialist               | (2) Computer Output Microfilm Operator       | (2) Information Systems Advisor     |
| (1) Auto Parts Auditor                       | (2) Computer Output Microfilm Op. – Lead     | (2) Information Systems Coordinator |
| (1) Auto Parts Auditor Supervisor            | (2) Computer Operations Supervisor           | (2) Internal Auditor I – II         |
| (2) Auto Service Mechanic                    | (2) Computer Production Specialist II – III  | (2) Investigator – Commander        |
| (2) BAIID Program Representative             | (2) Data Center Specialist II – III          | (2) Investigator – Lieutenant       |
| (2) Building Manager                         | (2) Data Input Manager                       | (2) Investigator – Sergeant         |
| (2) Capitol Police Investigator – Lieutenant | (2) Data Input Supervisor                    | (2) Janitorial Supervisor           |

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### Closed Examinations (continued)

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|---|---|--|
| (1) Library Aide I – II                         | (2) Motor Carrier Reciprocity Prorate Auditor | (2) Securities Senior Investigator     |
| (2) Library Intern                              | (2) Outreach Representative                   | (2) Securities Senior Special Agent    |
| (2) Library Program Administrator               | (2) Personnel Specialist Senior               | (2) Securities Special Agent           |
| (2) Library Program Specialist                  | (2) Printing Equipment Supervisor             | (2) Securities Special Agent – Chief   |
| (2) Maintenance Mechanic                        | (2) Photographer                              | (2) Securities Special Agent – Trainee |
| (2) Maintenance and Trades Superintendent       | (2) Program Compliance Representative         | (2) Senior Archival Conservator        |
| (2) Medical Review Specialist                   | (2) Public Information Representative I – II  | (1) Stores Clerk                       |
| (2) Merit System Program Analyst                | (2) Safety Instructor                         | (2) Training Specialist                |
| (2) Methods and Procedures Advisor I – II – III | (2) Securities Analyst                        | (2) Warehouse Manager                  |
| (2) Microfilm Laboratory Technician             | (2) Securities Enforcement Auditor I – II     | (2) Yard Maintenance Lead Supervisor   |
| (2) Microfilm Laboratory Technician – Lead      | (2) Securities Investigator                   | (2) Yard Maintenance Supervisor        |
| (2) Micrographics Manager                       | (2) Securities Investigator – Trainee         |  |
| (2) Micrographic Equipment Supervisor           | (2) Securities Senior Analyst                 |  |

### 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.

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|---|-------------------------------------|---|
| 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                |                                   |