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.

(1) = Multiple-Choice Test  (2) = Training and Experience Evaluation  (3) = Written Test with Typing Required

(1) Account Clerk  (2) Account Technician I – II  (3) Accountant I – II – III – IV – V
(2) Administrative Assistant I – II – III  (2) Administrative Clerk
(1) Bindery Operator  (2) Budget Analyst I – II
(2) Business Services Representative  (1) Computer Mailing Machine Operator I
(1) Computer Production Specialist I  (3) Correspondence Operator I – II
(1) Data Center Specialist I  (3) Data Input Associate
(3) Data Input Controller  (2) Data Input – Lead
(2) Data Input – SD Lead  (2) Data Input – Lead
(1) Drivers Facility Manager I – II  (2) Executive I – II – III – IV – V
(2) Formal Hearing Officer  (2) Information Systems Specialist
(2) Information Systems Technician  (1) Intermittent Account Clerk
(1) Intermittent Computer Mailing Machine Operator  (3) Intermittent Correspondence Operator I – II
(3) Intermittent Data Input Associate  (3) Intermittent Data Input Controller
(1) Intermittent Micrographic Equipment Operator  (1) Intermittent Motor Vehicle Cashier
(1) Intermittent Operations Assistant  (2) Intermittent Operations Associate
(1) Intermittent Operations Clerk  (1) Intermittent Public Service Clerk
(1) Intermittent Public Service Representative  (1) Intermittent Tour Guide
(2) Intermittent Transportation Specialist  (2) Intermittent Tour Guide
(2) Library Program Manager I – II  (2) Library Specialist
(2) Library Subject Specialist  (2) Library Technical Specialist
(1) Micrographic Equipment Operator  (1) Managerial Assistant I – II – III – IV
(3) Micrographic Equipment Operator – Lead  (1) Messenger Clerk
(1) Microfilm Laboratory Technician  (1) Microfilm Laboratory Technician – Lead
(2) Motor Vehicle Regulations Technician I – II
(1) Office Operations Supervisor
(1) Operations Assistant
(1) Operations Associate
(1) Operations Clerk
(2) Personnel Associate
(2) Personnel Specialist
(2) Printing Equipment Operator I – II
(1) Public Service Clerk
(2) Public Service Representative
(2) Public Service Supervisor
(2) Records Archivist
(2) Records Archivist Intern
(2) Records Archivist Senior
(1) Returned Check Collector
(3) Secretary I – II
(2) Securities Examiner I – II – III
(2) Storekeeper
(3) Teletype Operator
(1) Tour Guide
(2) Transportation Specialist
(2) Transportation Specialist – CDL

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.

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

(continued on next page)
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.

Clerical Trainee
Janitor
Legal Advisor I – II
Maintenance Brick Mason
Maintenance Brick Mason Foreman
Maintenance Carpenter
Maintenance Carpenter Foreman
Maintenance Carpenter General Foreman
Maintenance Cement Mason
Maintenance Electrician
Maintenance Electrician Foreman
Maintenance Electrician General Foreman
Maintenance Insulator

Maintenance Laborer
Maintenance Laborer – Asbestos
Maintenance Laborer Foreman
Maintenance Laborer General Foreman
Maintenance Mason Tender
Maintenance Painter Foreman
Maintenance Plumber
Maintenance Plumber Foreman
Maintenance Plumber General Foreman
Maintenance Tinsmith
Maintenance Worker – Power Plant

Plasterer
Public Service Intern
Security Guard
Senior Legal Advisor
Special Agent I – II
Special Agent Senior
Stationary Apprentice Engineer
Stationary Engineer
Stationary Engineer – Assistant Chief
Stationary Engineer – Chief
Stationary Fireman
Refrigeration and Air Conditioning Repairer
Tile, Marble and TerrazoFinisher
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.

Account Clerk
Account Technician I – II
Administrative Clerk
Computer Mailing Machine Operator I
Computer Mailing Machine Operator II
Correspondence Operator I – II
Data Input Associate

Data Input Controller
Library Aide I – II
Micrographic Equipment Operator
Motor Vehicle Cashier
Operations Assistant
Operations Associate

(1) Account Clerk
(1) Account Technician I – II
(2) Administrative Clerk
(1) Computer Mailing Machine Operator I
(2) Computer Mailing Machine Operator II
(3) Correspondence Operator I – II
(3) Data Input Associate

(3) Data Input Controller
(1) Library Aide I – II
(1) Micrographic Equipment Operator
(1) Motor Vehicle Cashier
(1) Operations Assistant
(1) Operations Associate

(1) Printing Equipment Operator I
(1) Public Service Clerk
(1) Public Service Representative
(3) Teletype Operator
(1) Tour Guide

SWORN LAW ENFORCEMENT TITLES

To be considered for hire in these classifications, you must complete the Illinois Secretary of State Department of Police application and submit the application to the Department of Police. This application is available on the Illinois Secretary of State, Department of Police webpage or may be obtained by contacting the Department of Police.

Capitol Police Investigator
Capitol Police Investigator – Trainee
Capitol Police Investigator – Sergeant
Capitol Police Investigator – Lieutenant

Investigator
Investigator – Trainee
Investigator – Sergeant
Investigator – Commander
Investigator – Lieutenant

For any questions on the Sworn Law Enforcement Titles, please contact the Department of Police at:

Illinois SOS Department of Police
110 E. Adams St.
Springfield, IL 62756
(217) 782-7126