

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

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

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### Closed Examinations (continued)

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|---|--|--|
| (1) Library Aide I – II                         | (2) Outreach Representative                  | (2) Securities Senior Investigator     |
| (2) Library Intern                              | (2) Personnel Associate                      | (2) Securities Senior Special Agent    |
| (2) Library Program Administrator               | (2) Personnel Specialist                     | (2) Securities Special Agent           |
| (2) Library Program Specialist                  | (2) Personnel Specialist Senior              | (2) Securities Special Agent – Chief   |
| (2) Maintenance Mechanic                        | (2) Printing Equipment Supervisor            | (2) Securities Special Agent – Trainee |
| (2) Maintenance and Trades Superintendent       | (2) Photographer                             | (2) Senior Archival Conservator        |
| (2) Medical Review Specialist                   | (2) Program Compliance Representative        | (2) Special Agent I – II – III         |
| (2) Merit System Program Analyst                | (2) Public Information Representative I – II | (1) Stores Clerk                       |
| (2) Methods and Procedures Advisor I – II – III | (2) Safety Instructor                        | (2) Training Specialist                |
| (2) Microfilm Laboratory Technician             | (2) Securities Analyst                       | (1) Validating Machine Operator        |
| (2) Microfilm Laboratory Technician – Lead      | (2) Securities Enforcement Auditor I – II    | (2) Warehouse Manager                  |
| (2) Micrographics Manager                       | (2) Securities Investigator                  | (2) Yard Maintenance Lead Supervisor   |
| (2) Micrographic Equipment Supervisor           | (2) Securities Investigator – Trainee        | (2) Yard Maintenance Supervisor        |
| (2) Motor Carrier Reciprocity Prorate Auditor   | (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                 | Private Secretary I – II                    |
| Janitor                                 | Maintenance Laborer – Abestos       | 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            | Stationary Apprentice Engineer              |
| Maintenance Carpenter                   | Maintenance Painter                 | Stationary Engineer                         |
| Maintenance Carpenter Foreman           | Maintenance Painter Foreman         | Stationary Engineer – Assistant Chief       |
| Maintenance Carpenter General Foreman   | Maintenance Plumber                 | Stationary Engineer – Chief                 |
| Maintenance Cement Mason                | Maintenance Plumber Foreman         | Stationary Fireman                          |
| Maintenance Electrician                 | Maintenance Steamfitter             | Refrigeration and Air Conditioning Repairer |
| Maintenance Electrician Foreman         | Maintenance Tinsmith                | Tile, Marble and Terrazo Finisher           |
| Maintenance Electrician General Foreman | Maintenance Worker – Power Plant    | Yard Maintenance Worker                     |
| Maintenance Insulator                   | Plasterer                           |   |

### 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.

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|--|-------------------------------------|-----------------------------------|
| (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                |                                   |