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.

(1) Account Clerk
(2) Account Technician I – II
(2) 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
(2) Business Services Specialist
(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) Driver Services Regional Manager
(2) Drivers Facility Manager I – II
(2) Driver’s License Hearing Officer
(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
(2) Intermittent Motor Vehicle Regulations Technician I – II
(1) Intermittent Operations Assistant
(1) 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) Library Program Manager I – II
(2) Library Specialist
(2) Library Subject Specialist
(1) Library Technician
(2) Managerial Assistant I – II – III – IV
(1) Messenger Clerk
(1) Micrographic Equipment Operator
(2) Micrographic Equipment Operator – Lead
(3) Microscope Technician
(1) Motor Carrier Technician
(1) Motor Vehicle Cashier
(2) Motor Vehicle Regulations Technician I – II
(2) Office Operations Supervisor
(1) Operations Assistant
(1) Operations Associate
(1) Operations Clerk
(2) Personnel Associate
(2) Personnel Specialist
(1) Printing Equipment Operator I – II
(1) Public Service Clerk
(1) Public Service Representative
(2) Public Service Supervisor
(2) Records Archivist
(2) Records Archivist Intern
(2) Records Archivist Senior
(1) Returned Check Collector
(2) Safety and Financial Responsibility Hearing Officer
(3) Secretary I – II
(2) Securities Examiner I – II – III
(2) Storekeeper
(3) Teletype Operator
(Sangamon County Only)
(1) Tour Guide
(2) Transportation Specialist
(2) Transportation Specialist – CDL

CLOSSED 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) Archival Program Administrator
(2) Archival Program Supervisor
(2) Assistant Chief of Security
(2) Audio-Visual Photographic Technician
(2) Automotive Attendant
(2) Automotive Body Specialist
(1) Auto Parts Auditor
(1) Auto Parts Auditor Supervisor
(2) Auto Service Mechanic
(2) BAID Program Representative
(2) Building Manager
(2) Chief of Security
(1) Communications Network Controller I – II
(2) Communications Network Supervisor
(2) Communications Network Technician
(2) Computer Mailing Machine Operator II
(2) Computer Output Microfilm Operator
(2) Computer Output Microfilm Op. – Lead
(2) Computer Operations Supervisor
(2) Computer Production Specialist II – III
(2) Data Center Specialist II – III
(2) Data Input Manager
(2) Data Input Supervisor
(2) Data Systems Administrator
(2) Data Systems Auditor
(2) Data Systems Manager
(2) Driver Services Metro Manager
(2) Driver Services Regional Manager
(2) Driver Services Specialist
(2) Driver’s License Hearing Officer
(2) Driver’s License Traffic Officer
(2) Driver’s License Utility Clerk
(2) Driver’s License Utility Clerk – Lead
(2) Driver’s License Traffic Officer – Lead
(2) Maintenance Mechanic
(2) Maintenance and Trades Superintendent
(2) Medical Review Specialist
(2) Merit System Program Analyst
(2) Methods and Procedures Advisor I – II – III
(2) Microfilm Laboratory Technician
(2) Microfilm Laboratory Technician – Lead
(2) Microfilm Laboratory Technician – Lead
(2) Microfilm Laboratory Technician – Lead

(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

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

SAWN 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

Please Contact the Department of Police with any issues at:
Illinois SOS Department of Police
110 E. Adams St.
Springfield, IL 62756
(217) 782-7126