

HEALTHCARE & FAMILY SERVICES

An Equal Opportunity Employer

CAREER OPPORTUNITY VACANCY FORM

TO BE COMPLETED BY
DIVISION OF PERSONNEL AND
ADMINISTRATIVE SERVICES

Posting Approval Yes No

Vacancy Posting # CS1666

Recall List Yes No

Date Posted 06-20-07

Bidding Closes 07-03-07

Approved By _____

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J*

Healthcare and Family Services is inviting applications for the following position:

Position Title: Office Coordinator, Option 2 BPIS# 12334

Bargaining Unit: RC-014

Number of Positions:
(If Multiple Posting) One (1)

Salary Range: \$2480 - \$3354

Work Shift: 060701-07
8:30 a.m. - 5:00 p.m.

Position Location (Office Name & Address):

Division of Child Support Enforcement
CSE - Cook County Judicial Operations (54)
Region 5 Team J
32 W. Randolph
Chicago, IL 60601 (Cook County)

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Position Description:

Under direction, performs complex and specialized accounting procedures to achieve the service of income withholding orders or to otherwise dispose of delinquency referrals; reviews and analyzes accounts through the comparison of Healthcare & Family Services (HFS) computer records and Clerk of the Court payment records to determine correct delinquency amount; gathers information and issues notices of delinquency and referrals for accounts in need of adjustment; types letters, forms, records, and other documents; establishes and monitors tracking procedures; travels to various sites to obtain child support information.

Education, Training and Experience:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires the ability to type accurately at 30 words per minute. Requires the ability to travel.

WHERE TO APPLY: Employees interested in bidding for this position must complete a CMS 100 and an HFS 1834 Bid Form and submit to the address below before the end of the posting period shown above:

<u>Margi Bonczyk, Manager</u>	<u>509 S. 6th St. Springfield, IL 62701 Fax-217/557-1676</u>	<u>217/557-3900</u>
Name of Administrator or Supervisor	Work Address	Work Telephone