

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 # CS1668

Recall List Yes No

Date Posted 06-20-07

Bidding Closes 07-03-07

Approved By _____

Margi A

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

Position Title: Office Coordinator, Option 2 Spanish Speaking BPIS# 10467

Bargaining Unit: RC - 014

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

Salary Range: \$2480 - \$3354

eff 07-01-07
Work Shift: 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 3 Team E
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 and Family Services (HFS) computer records and Clerk of 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; translates information into Spanish for non-English speaking people; 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 speak and write Spanish at a colloquial skill level. 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