

# 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 # CS 1671

Recall List  Yes  No

Date Posted 06-20-07

Bidding Closes 07-03-07

Approved By \_\_\_\_\_

*Group A*

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

Position Title: Office Coordinator, Option 1 BPIS#s 10593 & 10777

Bargaining Unit: RC - 014

Number of Positions:  
(If Multiple Posting) Two (2)

Salary Range: \$2480 - \$3354

Work Shift: 06 07 01-07  
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 I  
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; 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 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:

Margi Bonczyk, Manager  
Name of Administrator or Supervisor

509 S. 6th St. Springfield, IL 62701 Fax-217/557-1676  
Work Address

217/557-3900  
Work Telephone