

Job Title: Internal Audit - Administrative Assistant I (ADMINISTRATIVE ASSISTANT I)

Agency : Department of Corrections - Public Safety Shared Services

Opening Date/Time: 10/24/2023 12:00 A.M.

Closing Date/Time: 11/06/2023 11:59 P.M.

Salary: Anticipated starting salary: \$4,928/month; CBA Applies; Full Range: \$4,928 - \$7,571/month

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: RC028

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

While not required, a Resume/Curriculum Vitae (CV) is recommended. When applicable, titles that require specific coursework, professional license or certification will include a notation requesting the appropriate document(s) be uploaded in the Additional Documents section of your application. Failure to upload requested transcripts, license and/or proof of certification when specified may result in ineligibility. Please note that the Department of Corrections must verify proof of higher education for any degree earned (if applicable) regardless of vacancy title before any offer can be extended.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Posting Identification Number 32376

Position Overview

The Administrative Assistant I position is a vital member of the Illinois Department of Corrections' Office of Internal Audit team. This position will interface with both internal management staff of the Department of Corrections (Department) and external Office of the Auditor General staff and/or their special assistant auditors. In addition, this position will prepare both draft and final transmittal letters and audit reports for the Chief Internal Auditor's signature and distribution to the Director and members of the executive and lower-level management team of the Department. The ideal candidate would be someone with experience working in an office setting of an external or internal audit office as an administrative assistant or executive secretary. We encourage all qualified applicants to apply.

Job Responsibilities

1. Serves as the administrative assistant for the Chief Internal Auditor.
2. Coordinates the flow of information between the Office of the Auditor General (OAG) audit staff, including any Special Assistant Auditors hired by the OAG, and the Illinois Department of Corrections staff.
3. Prepares correspondence for submission to the Chief Internal Auditor for signature and approval.

4. Establishes files of documents on pending requests for information, studies, surveys, and questionnaires.
5. Serves as the timekeeper for the office.
6. Functions as the "Training Coordinator" for the OIA.
7. Performs other duties as required or assigned which are reasonably within the scope of those duties enumerated above.

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of four (4) years of college, preferably in public or business administration.
2. Requires one (1) year of professional experience in a public or private organization or completion of an agency approved professional management training program.

Preferred Qualifications (In Order of Significance)

1. Prefers at least one (1) year of experience working in an office setting providing assistance with the distribution of confidential information.
2. Prefers at least one (1) year of experience working in an office setting communicating with higher level executive staff.
3. Prefers at least one (1) year of experience working in an internal audit function of a private or governmental office.
4. Prefers at least one (1) year of experience using SharePoint or similar software, including creating a site from scratch, adding tasks to the site, assigning tasks to staff, and uploading documents to the site.
5. Prefers at least one (1) year of experience drafting audit transmittal letters and reports for partner or chief internal auditor signature and distribution.
6. Prefers at least one (1) year of experience working as a liaison between internal management and external parties.
7. Prefers at least one (1) year of experience submitting invoices for payment.
8. Prefers at least one (1) year of experience tracking time for other staff members in an office setting and submitting to the payroll department for processing.

Conditions of Employment

1. Requires ability to pass the IDOC/IDJJ background check.
2. Requires ability to pass a drug screen. The use of unauthorized drugs, including cannabis, regardless of the position held is prohibited.
3. Applicants are required to abide by all vaccine and/or other medical standards as set out by the employer.

About the Agency

The Illinois Department of Corrections is a multicultural agency deeply committed to ensuring diversity, equity, and inclusion. This commitment is at the forefront of our operations, hiring, policies and procedures, and training. We recognize the benefit of workplace empowerment, the importance of diversity and fully support an environment where ALL employees are treated fairly, respectfully, and have equal access to opportunities and resources necessary to thrive and contribute to the agency's success. IDOC genuinely values the differences of individuals in our custody and is committed to ensuring a healthy living environment where they feel valued, respected, and included. Through our commitment to Diversity, Equity, and Inclusion (DEI), we shall establish and uphold agency policies and practices conducive to eliminating all forms of exclusion including, but not limited to, racism, ageism, ableism, sexism, discrimination based on sexual orientation and gender, and religious oppression. The IDOC team works to serve justice in Illinois and increase public safety by promoting positive change in behavior of individuals in custody, operating successful reentry programs, and reducing victimization. Employees enjoy excellent benefits, including health, vision, and dental insurance; retirement plan and deferred compensation; state

holidays and other benefit time off; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities. The Illinois Department of Corrections is proud to be an Equal Opportunity Employer.

Work Hours: 8:30 A.M. - 5:00 P.M. Monday - Friday (Saturday & Sunday off)

Work Location: 1301 Concordia Ct Springfield, IL 62702-5643

Agency Contact: suzanne.latourelle2@illinois.gov

Job Family: Office & Administrative Support; Public Safety

This position DOES NOT contain "Specialized Skills" (as that term is used in CBAs).

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com