



Open Competitive Continuous Examination Program Instruction Sheet

All position titles listed in the Department of Personnel Alphabetic Index of Position Titles (and as amended thereto) that are subject to Jurisdiction B (Merit and Fitness) of the Merit Employment Code are included in the Open Competitive Continuous Examination Program.

THE ILLINOIS OFFICE OF THE SECRETARY OF STATE IS AN EQUAL OPPORTUNITY EMPLOYER.

In compliance with the Illinois and U.S. Constitutions; the Civil Rights Acts of 1964 and 1991; the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967; the Americans with Disabilities Act of 1990; the Illinois Civil Rights Act of 2003; and the Illinois Human Rights Act, the Office of the Secretary of State does not discriminate in employment, contracts or any other activity. If you have a complaint, please contact the Secretary of State's Equal Employment Opportunity officer in Chicago at 312-793-5515, in Springfield at 217-782-4783 or 1-888-261-5112 TDD/TTY (Deaf/Hard of Hearing only).

GENERAL INFORMATION

Purpose: The Open Competitive Continuous Examination Program offers applicants the opportunity to periodically establish employment eligibility with the Office of the Secretary of State. Examinations are used to establish open competitive eligible listings from which appointments to merit positions in state service may be made, in accordance with the needs of the Office of the Secretary of State. Refer to the Open Competitive Continuous Examination Program Title Listing for an inclusive listing of open and closed examination titles.

How to Apply: The Office of the Secretary of State uses its own application form. A separate application is required to apply for each title and level of title for examinations based upon training and experience. One application per visit is sufficient for written or performance examinations given at the test centers. Applications for sworn law enforcement titles (Investigator, Capitol Police Investigator, etc.) can be acquired through the Department of Police. **Note:** It is the responsibility of the applicant to notify the Department of Personnel of all changes to information contained in an application (i.e., name, address, telephone, educational achievement, etc.). Such changes can be made by submitting a completed Referral System Change Form, available from the Department of Personnel.

Test Scheduling for Open Examinations: For examinations given on a regularly scheduled basis, except for sworn law enforcement titles, testing is conducted at the Department of Personnel offices in Chicago and Springfield. Please refer to the testing schedule **on page 3** for specific days, times and places for testing for the Department of Personnel. **Examinations for the same title may not be retaken within 14 days of the most recent test administration for that title.**

Test Scheduling for Closed Examinations: For titles listed as closed examinations, examinations are administered as the need arises. Applicants should apply in advance for closed titles to ensure that they receive notification when the examinations are opened for testing. Applications received for closed examination titles will remain active with the Department of Personnel for **one year** from the date of receipt. If the examination for a closed title does not open within that one-year period, applicants must submit a new application to re-establish consideration for such title(s).

Length of Eligibility: Eligibility for employment is valid for **one year** from the date of successful examination or qualification. Upon expiration of the one-year period, an applicant's name will automatically be removed from any associated eligible list(s). In order to re-establish eligibility, an applicant must repeat the examination process. **Note: The most recent passing grade, for any given title, earned by an employee is valid for promotional purposes for a period of three years from the date of testing.**

Job Opportunities: Based on the operating needs of the office, job opportunities for individual titles vary. Where openings are limited, a high examination rating does not guarantee that an applicant will receive an invitation to interview or an offer of employment.

Intermittent Position Titles: Intermittent employees perform seasonal work or help during periods of increased workload on a continuous or non-continuous basis, for periods requiring less than full time but more than temporary employment. Examinations for intermittent titles are given at the same time as the full-time classifications. Applicants interested in working on an intermittent basis should indicate this preference by checking the corresponding box on page 1 of the employment application.

Temporary Position Titles: Temporary employees perform work that is temporary or seasonal, 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 by passing any associated examination. Applicants interested in working on a temporary basis should indicate this preference by checking the corresponding box on page 1 of the employment application.

Vacancies in temporary positions are filled by contacting individuals whose applications indicate a desire to work on a temporary basis and who have passed the minimum qualifications for the classification to be filled. Examinations for temporary/seasonal titles are given at the same time as full-time classifications. Veterans Preference is not considered when filling temporary positions, as there is no competitive testing or creation of eligible lists. **Classifications for which an applicant may be hired on a temporary basis are listed on the Open Competitive Continuous Examination Program Title Listing.**

Temporary positions are limited to six months and may be of lesser duration at the discretion of the employing department. Temporary employees will be terminated at the end of the temporary term. Temporary employees have no rights to benefits (including insurance, sick, personal or vacation leave) nor do they accrue continuous service. Temporary employees may be granted disability leaves of absence for the balance of the temporary appointment, but cannot earn or accrue any other benefit from the leave.

County of Residence: Preference for employment is granted to residents of the State of Illinois.

County/Zone Preference: Applicant eligibility is tied not only to the title(s) for which they apply, but also to the county or counties for which they indicate a preference. Qualifying applicants will only appear on the eligible lists for the counties specified on each application. Zone preference only applies to the titles indicated on **page 4** of this publication. **NOTE: Not all titles are available in all counties.** Changes in county/zone preference may be made by submitting a completed Referral System Change Form, available from the Department of Personnel. If a county preference is not indicated, the county of residence for the applicant shall be marked as the county of preference.

EXAMINATIONS GIVEN ON A REGULARLY SCHEDULED BASIS

The number in parentheses before each job title on the Title Listing insert indicates the type of examination used to determine eligibility for each title administered under the Open Competitive Continuous Examination Program. The types of examinations an applicant may encounter when applying for these titles are:

- 1) **Written Examinations:** Written examinations are multiple-choice tests designed to measure to what degree an applicant possesses critical job attributes. These examinations are administered at the Chicago and Springfield testing centers according to the schedule. Applicants need a completed employment application and valid photo ID to gain admittance to the examination. Applicants should have their application completed before testing is scheduled to begin and make every effort to arrive early. Written testing begins promptly at the times indicated. **Late arrivals will not be admitted.**
- 2) **Training and Experience Evaluations:** Eligibility for these titles is determined by a standardized evaluation of an applicant's educational background, training and work history as provided on the employment application. **It is not necessary for an applicant to apply in person at a testing center when applying for these titles.** Applications may be submitted to the Personnel offices at the addresses on page 4.
- 3) **Written Examinations with Performance Tests:** Titles with this designation require that a minimum level of proficiency be demonstrated before an applicant can qualify to receive a grade for the associated written examination. These performance tests most often take the form of keyboarding (typing) or data entry tests. Performance tests are administered immediately before the written examination. Applicants should report directly to a test center 15 minutes prior to the scheduled test time with a completed application and photo ID. Written exams with performance tests begin promptly at the times indicated on the following page. **Late arrivals will not be admitted.**

- 4) **Accommodation Testing:** Individuals covered under the Americans with Disabilities Act or those requiring special assistance with the testing process may request a **Testing Accommodations Request Form** from the Department of Personnel. The form, along with any applicable documentation, must be completed and submitted to the Department of Personnel for review, determination and, if applicable, scheduling for testing.

Testing Centers:	Springfield, IL 501 S. Second St. Room 036 Howlett Building	Chicago, IL 17 N. State St. Suite 1300
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Testing Days and Times:

Chicago	Written Examinations: Monday – Thursday, 9:00 a.m. and 1:30 p.m. Written Examination with Performance Test, Tuesday & Thursday, 1:15 p.m.
Springfield	Written Examinations: Monday – Thursday, 9:00 a.m. Written Examination with Performance Test, Tuesday & Thursday, 1:15 p.m.

LATE ARRIVALS WILL NOT BE ADMITTED. PLAN TO ARRIVE 15 MINUTES BEFORE TESTING WITH YOUR COMPLETED APPLICATION. TESTING CENTERS ARE CLOSED ON STATE HOLIDAYS.

EMPLOYMENT APPLICATION INSTRUCTIONS

Instructions: Please read all the instructions in each section of the employment application. Incomplete applications will be rejected. **Examination grades can be negatively affected by applications lacking essential information. Note: Submission of an application authorizes the Office of the Secretary of State to perform a background check covering job-related factors for the purposes of verification and determination of suitability for state employment.**

Equal Opportunity Employment (EEO) and Affirmative Action: Please complete and return the **EEO Request Form** with your employment application. This information is maintained in a separate file within the Department of Personnel and is treated with the utmost confidentiality. **Submission of this information is optional and will in no way affect employment decisions.**

Title of Position Applied For: The exact job/class title and level indicator assigned by the Department of Personnel must be used when referencing the title for which an applicant is applying. Applications with abbreviated titles, incorrect titles or listing multiple titles may result in a delay in processing the application or be rejected by this office.

Examples: Correct - Administrative Assistant I Correct - Maintenance Worker (Power Plant)
Incorrect - AA I/AA II Incorrect - Maintenance Worker
Incorrect - Administrative Assistant Incorrect - Maintenance

Please refer to the Alphabetic Index of Titles for the correct position title.

Questions: The four questions in the center of page 1 of the application **must** be answered and either the Background Disclosure Form should be completed or the required attachments submitted. Explanations must be detailed as to the facts and circumstances and should include names, dates, locations, outcomes, etc. **Failure to follow these instructions will result in the application being returned to the applicant. Falsification or a failure to answer truthfully may impact your employability with the office.**

Veterans Preference: Applicants claiming Veterans Preference **MUST** submit documentation verifying eligibility at the time of testing or before a list of eligible applicants is called. If documentation is not submitted accordingly, applicants will not appear on the list as "Veterans Preference Eligible." Once appropriate documentation has been received and verified, Veterans Preference will be awarded. **Note: Lists of eligible applicants called on or before the date eligibility is verified by the Department of Personnel will NOT be revised or rescinded.**

To establish Veterans Preference in accordance with the rules of the Department of Personnel, an applicant must submit a copy of the most recent **certified** DD214/215 or NGB22 that states discharge was under HONORABLE conditions, or a letter from unit personnel that indicates continuing honorable service. Service must be for more than six months. If you are uncertain what documentation is acceptable, please review the **Veterans Preference Documentation Requirements Form**. Once an

applicant has established Veterans Preference, no further documentation is required unless there is a change in status. Certified documents submitted to the Department of Personnel will remain the property of the Office of the Secretary of State. Certified copies of form DD214/215 may be obtained from the Illinois Department of Veterans' Affairs by calling 800-437-9824 or 217-524-4645 (TDD/TTY), or from the office of the county clerk where the document was registered. **Note: It is a Class A misdemeanor to fraudulently represent yourself as a veteran.**

Written Signature: All applications must be signed and dated or the application(s) will be returned to the applicant. The employment application may be photocopied.

Section II – Experience Report: List each position separately, even if held consecutively within the same organization. **Failure to provide any information requested, such as payroll title, supervisory responsibilities, dates of employment (from and to), total years/months employed and number of average hours worked per week, may result in your application being returned or may result in no credit given for training and experience examinations.** Start with your current, or most recent, position and work backward. If more space is needed to fully describe job duties and responsibilities, additional sheets may be attached, provided all information requested is included; however, the initial information must be included on the application, as a resume cannot be submitted in lieu of it.

Section III: Please list any type of professional or technical licensure, including date issued and date expired.

Section IV: List any coursework or classes taken and completed from a business, trade or vocational school. Such classes would be those that cannot be credited toward a degree program at a college or university.

Section V: Please provide all information requested. **To receive credit for educational achievement, an applicant must submit a copy of a certified transcript(s).** Once an applicant has established educational standing, no further documentation is required unless there is a change in status. Failure to provide this documentation will result in no educational credit given for some training and experience examinations, or could cause a delay in processing or result in a rejection of the application.

Cook County Facility Zones: For the titles listed below, positions in the Cook County facilities only are located by zone preference instead of County preference:

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| <ul style="list-style-type: none">• Public Service Clerk• Public Service Representative• Motor Vehicle Cashier | <ul style="list-style-type: none">• Intermittent Public Service Clerk• Intermittent Public Service Representative• Intermittent Motor Vehicle Cashier |
| Zone 1: 100 W. Randolph, Chicago
69 W. Washington, Chicago
17 N. State St., Chicago | Zone 2: 5401 N. Elston Ave., Chicago
4642 W. Diversey, Chicago
1470 Lee St., Des Plaines |
| Zone 3: 5301 W. Lexington, Chicago
1903 N. Mannheim Rd., Melrose Park | Zone 4: 9901 S. King Dr., Chicago
7358 W. 87th St., Bridgeview
41 W. 162nd St., South Holland |
| Zone 5: 1227 E. Golf Rd., Schaumburg
405 Lake Cook Rd., Deerfield
650 Roppolo Dr., Elk Grove Village | Zone 6: 570 W. 209th St., Chicago Heights
14434 S. Pulaski, Midlothian
14807 South Ravinia Ave., Orland Park |

Questions regarding applications or testing should be directed to the Job Counselor with the Department of Personnel:

196 Howlett Building
Springfield, IL 62756
217-782-4783

17 N. State St., Ste. 1300
Chicago, IL 60602
312-793-5515

1-888-261-5122 (TDD/TTY) 1470 Lee St., Des Plaines