

Welcome

Welcome to the Office of the Comptroller! Thank you for the opportunity to consider, with you, the possibility of employment with our office. We are an equal opportunity employer and think you will find that our salary, benefit and personal development programs are most progressive. Our open competitive examination process is based upon merit and fitness and identifies the most suitable candidates to join our professional team. We are pleased to have the opportunity to review your qualifications for employment consideration.

State of Illinois
Comptroller

Instructions and General Information

1. The Merit System in the Illinois Office of the Comptroller (IOC) provides an opportunity for applicants under the Open Competitive Examination Program.
2. In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, the Americans with Disabilities Act, and Section 504 of the Federal Rehabilitation Act, the Office of the Comptroller does not discriminate in employment, contracts, or any other activity. If you have a complaint, please call the Department of Human Resources at 217/782-6084 or TT/TDD 217/782-1308.
3. Examinations are held for the purpose of establishing eligibility lists from which appointments to merit positions may be made in accordance with needs.
4. Testing for regularly opened examinations will be conducted at the Department of Central Management Services (CMS). For specific times and places for testing, please refer to the current testing schedule. (See back of this page for schedule and specific test information)
5. Testing for closed, non-routine examinations are given by the Illinois Office of the Comptroller and/or CMS will be scheduled as the need arises. It will be necessary for applicants to apply in advance for these titles to insure that they will be notified when the examinations are opened and scheduled. Some examinations may consist only of a rating of education, training and experience as listed on the application.
6. To apply for closed, non-routine examinations, comply with the following guidelines:
 - a) Complete an Office of the Comptroller Application for Employment in detail following the directions contained therein. (Complete a separate application for each job title and level for which you are applying.)
 - b) Submit the completed application to: Human Resources Department, 325 West Adams, Springfield, Illinois, 62704-1858.
 - c) Unless otherwise notified, participate in the appropriate test on the scheduled date. (A test may be repeated only after 30 days. The most current grade appears on the eligibility list whether it is higher or lower than any previous grade.)
7. Since the Merit System is based on competitive testing, only those applicants in the highest category grouping on the eligibility list will be interviewed.
8. Based on needs and other factors, job opportunities for individual titles may vary. Where openings are limited and the number of applicants is high, a high examination rating will not necessarily guarantee that an individual will receive an interview or offer of employment.
9. Preference for employment is granted to residents of Illinois.
10. Applications for closed examinations will remain on file for one year. If an examination is opened during that time, applicants will be notified of the test date, time and location. If an examination is not opened for one year after filing, it will be necessary to submit a new application to the Department of Human Resources providing the applicant is still interested in participating in the examination program for that title.
11. Under Illinois law, veterans who meet eligibility requirements are entitled to additional points on examinations. See the Application for Employment for further information.
12. Proof of education, training, military service, licenses or any other necessary information may be required at the time of hire.

13. Relevant volunteer experience for which no salary was received will be given the same credit as equivalent paid experience. To receive credit, list the actual number of hours worked per week or month, and describe fully the duties performed.
14. It is the responsibility of the applicant to keep the Department of Human Resources notified of changes of address, name or telephone so that correspondence and referrals can be forwarded.

Testing Schedule for Regularly Scheduled Open Examinations

The following is in conjunction with the Department of Central Management Services' test schedule. The test titles listed are based on the Comptroller's classifications that require written tests. All tests will be given only at the places and times indicated.

CMS will ask each test taker to submit a completed CMS application for each test title requested. A completed CMS application **must be submitted to the test center approximately 30 minutes before test time**. Poor quality photo copies will not be accepted.

Upon receipt of the test grade, it is the applicant's responsibility to submit the original grade notice to the Comptroller's Department of Human Resources along with an IOC employment application indicating the position for which the applicant is applying.

TESTING LOCATIONS

TESTING POSITIONS

Springfield
 Capital City Center
 130 West Mason
 Springfield, IL
 (217) 557-6885



**Office Assistant - op 1 (gen), Office Associate - op 1 (gen),
 Accounting Specialist (take Account Technician II test),
 Office Specialist - op 1 (gen)**

*Walk-In Testing every Monday, Tuesday, Wednesday and Thursday
 Between 8:00 a.m. - 2:00 p.m.*

Account Technician II test must be scheduled at least 48 hours in advance by H.R.

Chicago
 James R. Thompson Center
 100 West Randolph Street
 Suite 3-300
 Chicago, IL
 (312) 793-3565



**Office Assistant - op 1 (gen), Office Associate - op 1 (gen),
 Accounting Specialist (take Account Technician II test),
 Office Specialist - op 1 (gen)**

*Walk-In Testing every Monday, Tuesday, Wednesday and Thursday
 Between 8:00 a.m. - 1:30 p.m.*

Special Accommodations

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Applicants may request accommodation at any stage of the application process, including the employment application, examination procedure and interview process.

If you are an individual with a disability and need reasonable accommodation to participate in the open testing process, please contact the Department of Central Management Services, Disabled Workers Coordinator before the date of the test. Springfield (217) 524-1321 (voice)—(217) 524-1383 (TTY).

If an accommodation is needed to participate in the application process, other testing process or interview, please contact the Office of the Comptroller, Human Resources Department at (217)782-6084 or TT/TDD (217)782-1308. Completion of an Accommodation Request Form will be required.

The front side of the building of the Office of the Comptroller, 325 West Adams, Springfield, Illinois is accessible. Parking is available at the front of the building.