



Office of Human Resources
City of Springfield, Illinois

Misty Buscher, Mayor
Nikki L. Baker, Director

CITY OF SPRINGFIELD
is seeking applicants for

OFFICE COORDINATOR

The Office of Public Utilities, Electric Transmission & Distribution is seeking an individual to perform technical and assistive administrative duties for operations Superintendents and Maintenance Supervisors. Perform complex typing work, including technical, statistical or numerical data, charts, exhibits and reports involving at times setting up formats without precedent or established procedures. Perform a variety of clerical activities such as answering and directing phone calls, greeting visitors, ordering office supplies, filing, and maintaining confidential and personnel files. Knowledge, skill and mental development equivalent to a high school diploma and five years of clerical experience, including work in computers and office procedures, minimum of three years experience within the electric utility industry or any equivalent combination of education and experience. Valid Class D Driver's License required. **Preference for employment in all positions with the city shall be given to applicants who are full-time city residents.**

STARTING SALARY: \$40,743.28 ANNUALLY

Salary commensurate with qualifications and experience

Apply to:

<http://www.springfield.il.us>

FINAL DATE TO APPLY: JULY 29, 2024 AT 11:00 PM CST

APPLICATIONS OPEN TO THE PUBLIC

IF ASSISTANCE IN APPLYING IS REQUIRED,
PLEASE NOTIFY THE OFFICE OF HUMAN RESOURCES

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER M-F-D-V

7.22.2024

300 South 7th Street, Room 309 • Springfield, Illinois 62701 • (217) 789-2446 • Fax (217) 789-2118