

Job Title: STUDENT WORKER - 4320000

Requisition ID **24751** - Posted **03/13/2023** - (Springfield - 1021 North Grand Avenue East)
(Clerical and Administrative Support) - **Central Region** - (Sangamon)

Agency: Environmental Protection Agency

Closing Date/Time: 03/27/2023

Salary: \$2,610.00/month based on hours worked (\$16/hour)

Job Type: Hourly Part Time

County: Sangamon

Number of Vacancies: 12

Plan/BU:

*****A RESUME IS REQUIRED FOR THIS JOB POSTING*****

Answer all questions thoroughly-DO NOT STATE SEE RESUME

Please attach a **DETAILED Resume/Curriculum Vitae (CV)** to the **MY DOCUMENTS** section of your application. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

Please ensure that the attached resume includes experience, skills, or training that would be relevant to this position and that you would like to be considered.

Position Overview

The Illinois Environmental Protection Agency (EPA) is seeking to hire Student Workers to participate in a training program for a period not to exceed six months (Summer) while enrolled and attending high school or college. The ideal candidates for these positions will have the ability to follow instructions and to carry out routine operations, once established, without further instruction. Performing a wide variety of tasks as instructed by Agency Bureau/Division staff to enhance knowledge relative to the overview of Agency operations and activities.

Job Responsibilities

45% 1. Serves as a designated student worker for a period not to exceed six months while enrolled and attending high school or college, performs a wide variety of tasks as instructed by Agency Bureau/Division staff:

- Utilizes a variety of clerical processes and procedures and keyboards correspondence and data as well as filing, receptionist duties, mailroom activities, document processing and general clerical tasks
- Provides assistance within an assigned area of the Agency as needed on projects of a basic nature to receive on the job training to enhance knowledge relative to the overview of Agency operations and activities

35% 2. Assists Bureaus/Divisions with the Agency on special projects:

- Gathers statistical data for reports
- Assists staff conducting research for special projects to gain experience in a given field of work
- Assists staff in gathering technical data for analysis of various environmental evaluations or investigations
- Utilizes data entry when performing special projects of a basic nature

15% 3. Participates in file maintenance and file reviews in Bureaus/Divisions to update backlogs

05% 4. Performs other duties as required are assigned, which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

- Requires knowledge, skill, and mental development equivalent to enrollment in high school or college.
- Requires no previous work experience

Preferred Qualifications (In Order of Significance)

1. Prefers ability to follow instructions and to carry out routine operations, once established, without further instruction.

Conditions of Employment

1. Requires ability to pass a name based background check

Work Hours: 8:30-5 Mon-Fri

Work Location: 1021 E North Grand Ave Springfield, IL 62702-4059

Agency Contact:

Kathy Taylor

Kathy.Taylor@Illinois.gov

(217)785-1745

Job Function: Clerical and Administrative Support

Agency Statement: The mission of the Illinois Environmental Protection Agency (IEPA) is to safeguard environmental quality, consistent with the social and economic needs of the State of Illinois, so as to protect health, welfare, property and the quality of life. IEPA works to safeguard the states natural resources from pollution to provide a healthy environment for its citizens. By partnering with businesses, local governments and citizens, IEPA is dedicated to continued protection of the air we breathe and our water and land resources