

February 4, 2019

## JOB VACANCY ANNOUNCEMENT

Administrative Office of the Illinois Courts  
3101 Old Jacksonville Road  
Springfield, IL 62704

Applicant may be required to submit additional material or complete job specific tests for this position.

<b>POSITION:</b>	Logistics Coordinator
<b>DIVISION:</b>	Executive Division – Springfield
<b>SALARY:</b>	\$42,175 per year
<b>HOURS OF WORK:</b>	8:30 a.m. – 5:00 p.m.
<b>REPORTING RELATIONSHIP:</b>	Logistics and Property Unit Manager

**ESSENTIAL DUTIES:** The Logistics Coordinator is responsible for coordinating and managing a two (2) person unit providing various logistical support through the Executive Division.

### FUNCTIONS INCLUDE:

- Oversees the internal print/reproduction functions.
- Reviews pending duties/responsibilities and assigning staff resources based on project priority.
- Oversees the use and maintenance of a fleet of pool cars.
- Assists with document/mail distribution to both internal and external offices.
- Schedules office relocations.
- Assists with loading/unloading office supplies and furniture/equipment.
- Drives cargo vans and small rental trucks to statewide office locations, including Chicago.
- Reviews and processes various accounts with vendors.
- Maintains office supply inventory.
- Develops and maintains various spreadsheets and word processing documents.
- Assists employees with logistical questions and responds to inquiries/requests.
- Performs other duties as assigned.

**SELECTION FACTORS:** Applicant must possess excellent organizational, analytical, interpersonal and communication skills; strong knowledge and experience with personal computer applications (*i.e.* Word, Access, and Excel); ability to use initiative and work independently to complete assignments; ability to make decisions on established policies/standards; ability to communicate effectively, verbally, and in writing; ability to plan, organize, implement, and maintain a variety of functions and projects simultaneously and meet required deadlines and schedules; and must associate with employees and the public in a pleasant, courteous and helpful manner.

**EXPERIENCE AND EDUCATION REQUIREMENTS:** A minimum of five (5) years experience in an office setting, with a minimum of two (2) years performing progressively responsible duties is required. A minimum of two (2) years supervisory experience is required. A Bachelor's degree in accounting, business or a related area is preferred.

**PHYSICAL REQUIREMENTS:** This position requires the ability to frequently move items weighing 50 pounds or more as well as the ability to sit for extended time periods and retrieve documents/office supplies. This is a professional office working environment requiring telephone usage and ability to process written documents. Applicant must possess the ability to travel, a valid Illinois driver's license, and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

**Interested persons should submit - via email - a letter of interest, resume, and completed Judicial Branch Employment Application to:**

[courtempoyment@IllinoisCourts.gov](mailto:courtempoyment@IllinoisCourts.gov)

**This position will remain open until filled. However, those individuals submitting materials by Tuesday, February 19, 2019 will be given first consideration.**

**EQUAL OPPORTUNITY EMPLOYER**