

October 28, 2022

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.

POSITION:	Logistics Assistant
DIVISION:	Executive Division – Springfield
SALARY:	\$45,003 per year
HOURS OF WORK:	8:30 a.m. – 5:00 p.m.
REPORTING RELATIONSHIP:	Facilities and Logistics Manager

ESSENTIAL DUTIES: The Logistics Assistant performs messenger, delivery, and reprographic services for the agency and reports to the Facilities and Logistics Manager.

FUNCTIONS INCLUDE:

- Reviews job orders; operates high-speed multifunction copy machines to make specified copies; collates pages and correctly inserts pages produced by commercial printers; flips through pages to make certain all pages are present and readable; fills out time and job sheets indicating number of copies produced, operators initials and time required to run copies; operates drilling, collating, sorting, folding, and binding machines; boxes or wraps finished products and carries to van; lifts and safely carries boxes weighing 50 pounds or more.
- On a daily basis, picks up sorted interoffice mail at each site and delivers interoffice mail, picks up outgoing U.S. mail, United Parcel packages, overnight delivery letters, and determines most economical means of shipping by operating postal and other scales or reading shipper's instructions and manuals; operates postage meters to stamp or to place tape on letters and packages; sorts outgoing mail by zip code, weight or bulk to take advantage of discounts; delivers outgoing U.S mail to post office or to mailbox; safely operates van according to traffic laws in City and on highways in a variety of weather conditions; fuels vehicle and arranges for washing.
- On a daily basis, completes a high-level inspection of fleet vehicles after they return from a trip. This includes checking the vehicle for damage, ensuring vehicle is properly fueled, making sure the windows are closed and doors are locked, checking for any engine lights, and making certain the mileage log inside each vehicle is fully completed by the driver.

- On a weekly basis, monitors interdepartmental recycle, shred, and copy paper. As necessary, safely and manually re-stocks paper and empties boxes and/or bins weighing 50 pounds or more.
- Safely and manually loads and unloads 50 pounds or more into van and drives van to destination; moves furniture, equipment, supplies and other items within offices; uses hand truck to move heavy items; delivers materials to court locations in other cities in the State which may require irregular working hours and occasional overnight trips.
- Monitors supplies and informs supervisor when office supplies, forms and handbooks need to be ordered.
- Performs other duties as assigned.

SELECTION FACTORS: Applicant must have basic knowledge of the operation of photocopiers; skill in the safe operation of a motor vehicle in a variety of weather conditions; working knowledge of traffic laws; ability to learn the operation of collating, drilling, folding, binding machines and postage meters; show initiative to work independently to complete assignments; respond to requests in a timely manner; be able to associate with employees and the public in a pleasant, courteous, and helpful manner; and have the ability to travel overnight occasionally and work irregular hours on short notice.

EXPERIENCE AND EDUCATION REQUIREMENTS: High school diploma or a G.E.D. and one year of related experience, or an equivalent combination of education and experience. Requires an Illinois driver's license, proof of valid automobile insurance when operating a personal vehicle on state business, and a safe driving record.

PHYSICAL REQUIREMENTS: This position requires the ability to safely move objects weighing 50 pounds or more and load, unload and relocate furniture; and the ability to read and follow written instructions and complete supervisor's verbal requests. Work performed indoors is subject to occasional noise from copy machines and work performed outdoors is subject to adverse weather conditions.

Interested persons should submit - via email - a letter of interest, resume, and completed [Judicial Branch Employment Application](#) to:

courtempoyment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Tuesday, January 31, 2023 will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER