

## ADMINISTRATIVE SERVICES ASSISTANT (OFFICE AUTOMATION)

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Company: Executive Office for U.S. Attorneys and the Office of the U.S. Attorneys

Location: Springfield

Category: other-general

### Summary

For more information on the Department of Justice and the United States Attorneys' Offices, visit .

As needed, additional positions may be filled using this announcement.

This position is also being announced to applicants eligible to apply through Merit Staffing procedures under **24-ILC-12337611-MS**.

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### Duties

If selected for this position, you will be responsible for providing a variety of technical and administrative support for the Central District of Illinois. Typical work assignment will include:  
Reviewing personnel actions.

Providing advice and assistance to employees regarding employee benefits.

Participate in budget activities and estimates.

Performing various procurement support duties.

Assisting in a variety of administrative activities.

Providing office automation support.

Responsibilities will increase and assignments will become more complex as your training and experience progress.

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