



## City of Springfield

is seeking applications for

### OFFICE SYSTEMS OPERATOR

**Department:** The Office of Public Utilities

**Division:** Water

**Final Date to Apply:** 2/16/2026 at 11:00 PM CST,  
Open to all applicants

**Work Location:** 11<sup>th</sup> & Mason Street

**Starting Salary:** \$30.5100/hour  
**Union:** AFSCME # 337

**Work Hours:** Monday – Friday, 7:00 am – 3:30 pm

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#### In this role you will:

- Prepare and maintain payroll and related records.
- Prepare all clerical work for Water Distribution and Engineering Division.
- Answering phone calls from the general public and other City Departments.
- Record keeping and filing for the whole division including personnel files and records.
- Prepare purchasing documents.
- Assist with Storemoom duties.

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#### Qualifications:

The ideal candidate will possess knowledge, skills, and mental development equivalent to a high school diploma or GED, including coursework in typing, general office procedures, computer operation, and word processing, spreadsheet, and database applications, supplemented by business and office management courses. The candidate will also have a minimum of four years of administrative experience involving City regulations, procedures, and policies, or any equivalent combination of education and experience. **Preference for employment in all positions with the city shall be given to applicants who are full-time city residents.**

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#### Benefits:

- Deferred Compensation
- Pension Plan
- Health, Dental, Vision, and Life Insurance
- Free Health Clinic
- 14 paid holidays
- 4 weeks paid parental leave
- 12 paid sick days annually
- Tuition Reimbursement
- 10-25 paid vacation days, based on years of service

If assistance in applying is required, please notify the Office of Human Resources  
at 217-789-2446 or [humanresources@springfield.il.us](mailto:humanresources@springfield.il.us)