



STATE OF ILLINOIS
 Historic Preservation
 313 South Sixth Street
 Springfield, IL 62701-1805

<http://work.illinois.gov>

Invites applications for the position of:

CONSERVATION/HISTORIC PRESERVATION WORKER

An Equal Opportunity Employer

BID ID #: HPA1732
JOB TYPE: Temporary

NUMBER OF VACANCIES: 2
PLAN/BU:

SALARY
 \$9.00 - \$9.00 Hourly

OPENING DATE: 03/16/17

CLOSING DATE: 03/29/17 05:00 PM

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Under immediate supervision of the Site Manager and on a temporary basis not to exceed 6 months, provides assistance to interpretive staff in the interpretation of historic, cultural and natural resources at the site; performs janitorial duties.

MINIMUM REQUIREMENTS

Requires knowledge, skill, and mental development equivalent to the completion of eight years of elementary school. High school diploma preferred. Requires ability to understand and follow simple oral and written instructions. Requires ability to answer questions in a tactful manner, to read, understand and interpret significant aspects of the Historic Preservation site. Requires ability to maintain satisfactory working relationships with other employees and the general public. Requires ability to communicate effectively with groups, and to meet the public courteously and answer questions in a tactful manner. Requires elementary knowledge of site interpretive techniques and methodology and tolerance for repetitive speeches and responses. Requires ability to work evenings, weekends, holidays, and in a primitive environment or outdoors in all weather conditions. Requires willingness to wear period clothing and present living history.

WORK HOURS & LOCATION/AGENCY CONTACT

Work Hours:
 9:00 a.m. - 5:00 p.m. Wednesday-Sunday

Work Location:
 Historic Preservation Agency / Bishop Hill State Historic Site
 304 South Bishop Hill Road
 Bishop Hill, IL
 Henry County

Agency Contact:
 Historic Preservation Agency / Human Resources
 313 S 6th St

Springfield, IL 62701
 217-524-1282

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois Rutan interview process.

HOW TO APPLY

Submit a completed & signed SEASONAL/TEMPORARY EMPLOYMENT APPLICATION to:

Historic Preservation Agency/HR
 313 S 6th
 Springfield, IL 62701

Please write the BID ID# on the Application.

Seasonal/Temporary Employment Applications may be obtained from the Historic Preservation Website under the "About" tab: <https://www.illinois.gov/ihpa/> or the following link: <https://www2.illinois.gov/ihpa/About/Documents/HPASeasonalApplication.pdf>

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 OR
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