



**WE ARE CURRENTLY SEEKING A CANCER REGISTRAR II  
FOR OUR SPRINGFIELD, ILLINOIS LOCATION**

**IGNITE YOUR CAREER WITH THE STATE OF ILLINOIS  
AND WORK WITH A GROUP OF TALENTED PROFESSIONALS WHO ARE PASSIONATE  
ABOUT PUBLIC HEALTH**

**WE OFFER**

**Excellent Health Benefits that start when you start  
10 Paid Vacation days per year ❖ 12 Sick days per year  
12 Paid Holidays per year ❖ 3 Personal Days off each calendar year  
Deferred Compensation, Flexible Spending Plan and Life Insurance**



**Candidates Must Satisfy the Following Requirements:**

**Education and Certification Requirements**

Requires two years college supplemented by two years experience in the field of cancer registration involving the collection, management and analysis of cancer incidence data. **Requires current certification in good standing as a Certified Tumor Registrar (CTR) by the National Cancer Registrar's Association.**

**Knowledge, Skills and Abilities**

- ✓ Requires extensive knowledge of cancer registration principles, standards and methods;
- ✓ Requires working knowledge of the use of computers and desktop software including Microsoft Windows and Microsoft Office Suite;
- ✓ Requires the ability to establish and maintain satisfactory public contacts and working relationships with cancer reporters, cancer registrar organizations and staff in national standards setting organizations;
- ✓ Requires ability to exercise sound judgment in analyzing, appraising, evaluating and solving problems related to cancer registration and the ability to exercise initiative and resourcefulness in the development and completion of complex work projects;
- ✓ Requires the ability to understand and follow oral and written instructions;
- ✓ Requires the ability to complete continuing education requirements.

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**FOR IMMEDIATE CONSIDERATION: 1) DOWNLOAD THE CENTRAL MANAGEMENT SERVICES (CMS) EMPLOYMENT APPLICATION (CMS-100) @ [www.work.illinois.gov](http://www.work.illinois.gov); 2) COMPLETE THE EMPLOYMENT APPLICATION INDICATING CANCER REGISTRAR II AS THE POSITION TITLE, AND; 3) MAIL DIRECTLY TO:**

Carla Finley, HR Representative  
Illinois Department of Public Health - HR Department  
535 W. Jefferson Street, 4<sup>th</sup> Floor  
Springfield, IL 62761  
(217) 785-2031, [dph.hrrecruiter@illinois.gov](mailto:dph.hrrecruiter@illinois.gov)

**Questions? Please contact our Human Resources Department**

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*IDPH is an equal opportunity employer committed to a diverse workplace. In compliance with the ADA and IHRA, 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.*

**Fall/Winter, FY16**