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.

FOR IMMEDIATE CONSIDERATION: 1) DOWNLOAD THE CENTRAL MANAGEMENT SERVICES (CMS)
EMPLOYMENT APPLICATION (CMS-100) @ 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, 4th Floor
Springfield, IL  62761
(217) 785-2031, dph.hrrecruiter@illinois.gov

Questions? Please contact our Human Resources Department

Visit our website @ www.dph.illinois.gov
Like us on Facebook @ www.facebook.com/IDPH.illinois Follow us on Twitter @ www.twitter.com/IDPH

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