



IPR# 40131

DATE: April 23, 2015

TITLE: Executive Secretary I, Opt 2 (Upward Mobility Title)
OFFICE: Region 5/District 8/Bureau of Project Implementation
CONTRACT: AFSCME – RC014

*** INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

BRIEF DESCRIPTION OF DUTIES: Under direction of the District Materials Engineer, performs responsible secretarial and administrative duties functioning independently within the framework of organizational policies and exercising initiative and independent judgement on the promulgation and interpretation of the bureau policies and programs. Performs a variety of complex clerical and technical functions.

TRAINING & EXPERIENCE: Option 2: Ability to type accurately at 55 wpm. Requires knowledge, skill and mental development equivalent to the completion of two years secretarial/business college and one year secretarial experience, or completion of high school and three years secretarial experience. Ensures compliance with departmental safety code.

UNIT: Project Implementation
LOCATION: 1102 Eastport Plaza Drive, Collinsville, IL
SHIFT: 8:00 a.m. – 4:30 p.m. Monday-Friday/Off Saturday-Sunday
PAY GRADE: RC014-11
SALARY RANGE: \$3,240-\$4,592

CONTACT PERSON: Denise Hamilton, Bureau of Personnel Management, 217/782-5594

SUBMIT BID FORM TO: Denise Hamilton, 2300 S Dirksen Pkwy, Room 113, Springfield, IL 62764
Fax: 217/557-3134

BIDS MUST BE RECEIVED BY: 4:30 p.m. on May 7, 2015

POSTED FROM April 24, 2015 **TO:** May 7, 2015

BY *Donna K. Taylor*

*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location shall file a request for transfer form.

*In addition, to the bid form, if bidding for a position in a higher classification, bidder must file a CMS-100B Promotional Examination Application with the Department of Central Management Services and complete a Performance Test, if required.