



**Illinois Department
of Transportation**

Notice of Vacancy

IPR# 42896

DATE: June 5, 2018

TITLE: Executive Secretary III, Option 2

OFFICE: Office of Internal Audit

CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Under direction of the Chief Internal Auditor, performs highly responsible, complex secretarial and administrative duties exercising considerable independent judgment in making administrative and office management determinations. Maintains public relations and performs confidential liaison activities for the Chief Internal Auditor regarding program responsibility.

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

UNIT: Office of Internal Audit

LOCATION: 2300 S. Dirksen Parkway, Springfield, IL

SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday

PAY GRADE: RC014-16

SALARY RANGE: \$3,969 - \$5,913

CONTACT PERSON: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Wednesday, June 20, 2018

POSTED FROM: June 7, 2018 TO: June 20, 2018

***CURRENT STATE EMPLOYEES: SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV**

*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 must submit an official transfer request form, which can be obtained on the work4illinois website.

*If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.

NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT WORK.ILLINOIS.GOV AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.