



**Illinois Department
of Transportation**

Notice of Vacancy

IPR# 43500

DATE: May 3, 2019

TITLE: Executive Secretary I, Opt. 2 (Upward Mobility Title)
OFFICE: Region 5 / District 9 / Project Implementation
CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Under direction of the Bureau Chief of Local Roads & Streets, performs highly responsible administrative clerical work including typing specialized confidential, legal and engineering terminology correspondence, complex and statistical reports and documentation to city, county, state entities and the public. Maintains favorable relations for the district Local Roads & Streets Engineer in dealing with the public and private sector.

TRAINING & EXPERIENCE: Option 2. Ability to keyboard accurately at 55 wpm. Requires knowledge, skill and mental development equivalent to completion of two years of secretarial/business college and one year of secretarial experience; or completion of high school and three years secretarial experience. Prefers knowledge of MS Word, MS Excel, MS Access, MS PowerPoint, MS Project, SharePoint and IBM Mainframe Emulation. Complies with departmental safety rules.

UNIT: Local Roads & Streets
LOCATION: 2801 W Murphysboro Rd, Carbondale, 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: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Thursday, May 16, 2019

POSTED DATES: FROM May 3, 2019 TO May 16, 2019

***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-100B promotional application to CMS on order 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.