



**Illinois Department
of Transportation**

Notice of Vacancy

IPR# 43501

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 Project Implementation Engineer, performs responsible secretarial and administrative duties functioning independently within the framework of organizational policies and exercising initiative and independent judgment on the promulgation and interpretation of the bureau policies and programs. Performs a variety of complex clerical and technical functions.

TRAINING & EXPERIENCE: Option 2. Requires 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 word processing software (MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook and IBM Mainframe Emulation); working knowledge of office practices and procedures, business English and spelling; ability to maintain clerical records and prepare reports for such records; ability to understand and follow varies oral and written instructions and to learn routine work procedures in a reasonable length of time. Complies with departmental safety rules.

UNIT: Project Implementation
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.