



**IPR# 44326**

**DATE: September 14, 2020**

**TITLE: Executive Secretary I, Opt. 2 (Upward Mobility Title) - 1 position**

**OFFICE: Region 5/District 8/Project Implementation**

**CONTRACT: AFSCME – RC014**

**BRIEF DESCRIPTION OF DUTIES:** Under direction of the Construction Engineer, performs highly 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 section chief's policies and programs. Performs a variety of complex clerical and technical functions.

**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 or business college and one year of secretarial experience; or completion of high school and three years secretarial experience.

**UNIT: Construction**

**LOCATION: 1102 Eastport Plaza Dr, Collinsville, IL**

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

**PAY GRADE: RC014 - 11**

**ANTICIPATED STARTING SALARY: \$ 3,409/month**

**CURRENT BARGAINING UNIT EMPLOYEES – COLLECTIVE BARGAINING AGREEMENT LANGUAGE APPLIES**

**FULL BARGAINING UNIT RANGE: \$ 3,409 – 4,759/month**

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

**POSTED FROM: September 16, 2020**

**TO: September 29, 2020**

**PLEASE NOTE: THE APPLICATION PROCESS HAS CHANGED.** The required application forms outlined below must be submitted 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 by 4:30 PM on the closing date of this posting.

**AGENCY-TO-AGENCY TRANSFER:** Submit Bid Form, AFSCME Transfer Request Form and CMS100

**PROMOTIONAL BIDDERS:** Submit Bid Form and CMS100B

**CURRENT STATE EMPLOYEES:** Submit Bid Form and CMS100

**NON-STATE EMPLOYEES:** Submit CMS100 to the agency contact listed above.

To be considered for open competitive eligibility for this title, you must be deemed qualified by Central Management Services (CMS). This is a title that requires an automated multiple-choice test to be taken at one of the CMS Assessment Centers. CMS Assessment Center personnel will contact each applicant by phone to schedule appointments for the assessment examination.

After successfully obtaining a passing grade, your name will be placed on an open competitive eligible list for this title in the two counties you select on your application. If you are satisfied with the grade you received for this title, option and county, no further action is required. Your name has already been placed on the open competitive eligible list for this title. Open competitive grades are valid for one (1) year.