



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: April 7, 2017

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Attached are the Position Summary Sheet and Position Description for the Seasonal Technician Trainee Intern position listed below. Please post this vacancy announcement April 10, 2017, in the designated areas.

The deadline for applying for this position is **4:30 p.m. on Friday, April 21, 2017**. Applicants **will not** be accepted after that time and date.

Applicants must submit the materials below to the Bureau of Personnel Management, 2300 S. Dirksen Parkway, Room 113, Springfield, IL 62764, no later than 4:30 p.m. on Friday, April 21, 2017.

- Signed and completed Application for Seasonal Technician Trainee Intern (PM2420)
- CMS284A Authorization for Release of Criminal Information
- CMS284B Self-Disclosure of Criminal History
- Official College Transcript(s) embossed in a sealed envelope

Applicants may also e-mail these materials (PM2420, CMS284A and CMS284B) to [Dot.SummerApplications@Illinois.gov](mailto:Dot.SummerApplications@Illinois.gov). College/Universities must submit Official College Transcript(s) in PDF format to: [Dot.SummerApplications@Illinois.gov](mailto:Dot.SummerApplications@Illinois.gov).

If you have any questions, please contact the Bureau of Personnel Management at 217/782-4665.

TT (4 pos)

Seasonal Technician Trainee Intern  
Office of Finance and Administration  
Bureau of Business Services  
Springfield

Attachments

Signed and completed Application for Seasonal Technician Trainee Intern (PM2420), CMS284A Authorization for Release of Criminal Information, CMS284B Self-Disclosure of Criminal History and Official College Transcript(s) **must be received by the Bureau of Personnel Management by 4:30 p.m. on Friday, April 21, 2017.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Technician Trainee (4 pos)      **Salary:** \$11.10 per hour  
**Position Title:** Seasonal Technician Trainee Intern      **Union Position:**  Yes  No  
**Position Number:** PW010-23-40-800-00-44

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**Office/Central Bureau/District/Work Address:**

Office of Finance and Administration/Bureau of Business Services/2300 South Dirksen Parkway, Springfield, IL

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**Description Of Duties:**

The Seasonal Technician Trainee Intern Program is designed to give students an opportunity to obtain on-the-job training from May 16, 2017 through August 15, 2017.

This position is accountable for providing administrative support and assistance to various units in the Bureau of Business Services.

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**Special Qualifications:****Required:**

- Valid driver's license
- Must be enrolled in college for the Spring 2017 session
- At least 18 years old within the calendar year of hire

**Desired:**

- Strong computer skills
- Knowledge of proper office practices
- Ability to communicate effectively and follow oral and written instructions

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**Shift/Remarks:**

8:00 am – 4:30 pm / Monday – Friday

- Proof of automobile liability insurance required at the time of offer.

**\*IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	March 30, 2017	<b>POSITION:</b>	Seasonal Technician Trainee Intern
<b>APPROVED BY:</b>	<i>Karen Shoup</i>	<b>OFFICE:</b>	Finance and Administration/Bureau of Business Services
<b>CODE:</b>	PW010-23-40-800-000-44	<b>REPORTS TO:</b>	Bureau Chief

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***Position Purpose***

This position is accountable for providing administrative support and assistance to various units in the Bureau of Business Services.

***Dimensions***

Indeterminate

***Nature and Scope***

This position reports to the Bureau Chief but will receive additional guidance on a project basis.

This position provides administrative support services to all bureau units. S/He operates in an environment of critical deadlines and performs a variety of repetitive tasks that are semi-skilled in nature. This position functions as an aide in areas where projects need expedited or support services would facilitate efficient and effective operations.

The major challenge and typical problems facing the incumbent is developing proficiency in numerous service areas so that quality assistance is provided when requested.

The incumbent may be personally responsible for providing support services in the areas of general office practices and procedures including simple typing, copying and filing for various units within the section, sorting, hand collating, stapling, clean-up, sorting and delivering transportation related mail, etc. The incumbent will establish and maintain records of all applicable bureau documents. S/He distributes requisition, purchase orders, release orders and annual contracts to the appropriate requesting organizations. This position provides assistance with motor pool activities such as car cleaning and delivery of vehicles to/from various locations.

The incumbent is dependent upon the supervisor for direction and assignment of duties and makes no independent decisions about procedures. Once given a specific assignment, the incumbent operates with a minimum of supervision and refers problems to supervisor for resolution. All duties are performed within departmental policies and procedures and in compliance with safety practices.

Internally, the incumbent establishes and maintains effective working relationships with all departmental personnel requesting services provided by the Bureau of Business Services.

The effectiveness of this position can be measured by the incumbent's willingness and ability to provide needed support services to various operations and by timeliness in which assignments are accomplished.

***Principal Accountabilities***

1. Provides administrative support services in a timely and efficient manner.
2. Ensures that critical deadlines are met while performing a variety of repetitive tasks of semi-skilled nature.
3. Assists in areas where projects need expedited or support services would facilitate efficient and effective operations.
4. Perform duties in compliance with departmental safety rules. Perform all duties in a manner conducive to the fair and equitable treatment of all employees.
5. Performs other duties as assigned.