



Illinois Department of Transportation

Memorandum

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

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. College/Universities must submit Official College Transcript(s) in PDF format to: Dot.SummerApplications@Illinois.gov.

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

TT (1 pos)

Seasonal Technician Trainee Intern
Office of Business and Workforce Diversity
Bureau of Civil Rights
Springfield

Attachments



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technician Trainee (1 pos) **Salary:** \$11.10 per hour
Position Title: Seasonal Technician Trainee Intern **Union Position:** Yes No
Position Number: PW010-23-45-200-00-44

Office/Central Bureau/District/Work Address:

Office of Business and Workforce Diversity/Bureau of Civil Rights/2300 S. Dirksen Parkway, Springfield, IL

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 responsible for providing support as needed within the Bureau of Civil Rights.

Special Qualifications:**Required:**

- 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
- Proficiency in Microsoft Word and Excel

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

***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**

DATE:	March 30, 2017	POSITION:	Seasonal Technician Trainee Intern
APPROVED BY:	<u>Carlos Ramirez</u>	OFFICE:	Business & Workforce Diversity/Bureau of Civil Rights
CODE	PW010-23-45-200-00-44	REPORTS TO:	Civil Rights Analyst

Position Purpose

This position is accountable for providing support as needed within the Bureau of Civil Rights.

Dimensions

Indeterminate

Nature and Scope

This position reports to the Civil Rights Analyst but will be assigned projects as needed within the Bureau.

This position is accountable for providing general technical support to the Bureau of Civil Rights. The Bureau is accountable for developing departmental policies to ensure compliance with federal regulations and for promoting a climate of compliance with prevailing civil rights laws to minimize departmental exposure to forfeiture of federal funds, litigations or administrative intervention.

The greatest challenge and typical problem for this position entails accomplishing all assignments in an expeditious manner to enhance the Bureau's operations.

The incumbent is personally accountable for completing all assigned tasks thoroughly and expeditiously. Assigned tasks may include, but are not limited to opening, date stamping and distribution of the mail, answering incoming calls in the absence of the secretary, maintaining the bureau file cabinets, preparing and filing office correspondence and assisting in accomplishing other technical responsibilities. In addition, s/he may be assigned to assist with confidential files and the mailing of confidential correspondence via certified mail. This position will assist in establishing and maintaining various databases including Title VI plan reviews and organization of sub-recipients and the track of ADA accommodation requests.

The incumbent is under the direct control of the supervisor. Problems of any nature are referred to the immediate supervisor for resolution.

The incumbent will have contacts internally within the bureau and potentially all offices throughout the Department. External contacts are with the Illinois Department of Human Rights and the Equal Employment Opportunity Commission.

The effectiveness of this position can be measured on the ability of the incumbent to accomplish all assignments in an effective and expeditious manner.

Principal Accountabilities

1. Opens, date stamps and distributes the mail.
2. Answers incoming phone calls in absence of the secretary.
3. Prepares and files office correspondence.
4. Maintains the organization of bureau file cabinets.
5. Assists in the development and maintenance of various databases.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.