



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 Planning and Programming
Bureau of Data Collection
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 (1 pos) **Salary:** \$11.10 per hour
Position Title: Seasonal Technician Trainee Intern **Union Position:** Yes No
Position Number: PW010-23-10-802-00-44

Office/Central Bureau/District/Work Address:

Office of Planning and Programming/Bureau of Data Collection/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 Crash Record Section

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

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 13, 2017	POSITION:	Seasonal Technician Trainee Intern
APPROVED BY:	<u>Jessica Keldermans</u>	OFFICE:	Planning & Programming/Data Collection
CODE:	PW010-23-10-802-00-44	REPORTS TO:	Crash Records Section Manager

Position Purpose

This position is accountable for providing support as needed within the Crash Records Section.

Dimensions

Indeterminate

Nature and Scope

This position reports to the Crash Records Section Manager but will be assigned as needed within the Section.

The Crash Records Section's primary objectives are to administer those portions of the Safety Responsibility Law and the Crash Reporting Law that are regulated by the Department of Transportation by statute. The section provides extensive data regarding motor vehicle accidents on the state transportation system for a variety of purposes. This position is specifically responsible for providing section support to ensure that production levels are maintained in heavy workload areas.

Typical problems faced by this position involve completing a variety of assignments as quickly as possible. The greatest challenge to this position is to provide quality support wherever assigned.

This position is personally responsible for completing all assigned tasks thoroughly and expeditiously. Assigned tasks may include, but are not limited to, sorting through obsolete files, preparing pertinent information for microfilming and destroying any unnecessary information. The incumbent may be assigned to assist with organizing existing files, extracting information from files as requested and filing general correspondence as directed. Additionally, s/he may be assigned to assist with opening, date stamping, sorting and distributing incoming correspondence in the Crash Records Section.

This position receives close supervision from the direct supervisor as assigned on a project by project basis. Specific assignments are given and reviewed for accuracy and thoroughness by the assigned supervisor. This position is additionally constrained by the Department's Personnel Policies and Procedures and general office practices in the Crash Records Section.

This position has limited external contacts. Internally, the position may be in contact with bureau staff as well as Bureau of Stafey Programs and Engineering personnel in the completion of assigned projects.

The effectiveness of this position can be measured by the timely and accurate completion of assigned projects.

Principal Accountabilities

1. Provides a variety of support activities within the Section as assigned to enable the various operating units to meet production goals.
2. Performs other duties as assigned.
3. Completes all assignments accurately and in a timely manner. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.