



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 Finance and Administration
Chicago

Attachments



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technician Trainee (1 pos) **Salary:** \$12.00 per hour
Position Title: Seasonal Technician Trainee Intern **Union Position:** Yes No
Position Number: PW010-23-40-000-00-44

Office/Central Bureau/District/Work Address:

Office of Finance and Administration/Executive/69 W. Washington St., Suite 2100, Chicago, 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 for the Office of Finance and Administration as well as other departmental Chicago offices.

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

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**

DATE:	March 30, 2017	POSITION:	Seasonal Technician Trainee Intern
APPROVED BY:	<u>Dianna Taylor</u>	OFFICE:	Finance and Administration
CODE	PW010-23-40-000-00-44	REPORTS TO:	Policy and Implementation Assistant

Position Purpose

This position is accountable for providing support as needed for the Office of Finance and Administration as well as other departmental Chicago offices.

Dimensions

Indeterminate

Nature and Scope

This position reports to the Policy and Implementation Assistant but will be assigned projects as needed.

This position is accountable for providing general administrative support to for the Office of Finance and Administration (OF&A) which is accountable for developing departmental policies to ensure compliance with regulations and for promoting a climate of compliance to minimize departmental exposure. This position will assist in providing documentation under tight time frames. S/He provides administrative support to other departmental Chicago offices as needed.

The greatest challenge and typical problem for this position entails accomplishing all assignments in an expeditious manner.

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 files, preparing and filing office correspondence and assisting in accomplishing other administrative 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 with movement of archived files, inventory, and cleaning of motor pool vehicles.

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 OF&A, other staff located at the Chicago location, and potentially all offices throughout the Department. External contacts are with the various state agencies and the general public.

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 files.
5. Assists with inventory functions.
6. Assists with motor pool vehicle cleaning.
7. Performs other duties as assigned.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.