



# 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.

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Seasonal Technician Trainee Intern  
Office of Program Development  
Bureau of Land Acquisition  
Springfield

Attachments



**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	March 14, 2017	<b>POSITION:</b>	Seasonal Technician Trainee Intern
<b>APPROVED BY:</b>	<u>Laura Mlacnik</u>	<b>OFFICE:</b>	Program Development/ Land Acquisition
<b>CODE:</b>	PW010-23-65-501-00-44	<b>REPORTS TO:</b>	Program Management Section Chief

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**Position Purpose:**

This position provides technical assistance in the administration and operation of the Central Bureau of Land Acquisition.

**Dimensions:**

Indeterminate

**Nature and Scope:**

This position reports to the Program Management Section Chief but may receive guidance from others on a project basis.

Under general direction, this position operates within an environment of entry level administrative/technical capacity to the section chief and the other programmatic areas within the Bureau of Land Acquisition. The incumbent is personally accountable for completing all assigned tasks thoroughly and expeditiously.

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

The incumbent assists the bureau with data entry, drafts correspondence, tracks documentation, file management, reviews survey plats and legal descriptions. This position also prints high speed rail documents and prints and reviews condemnation data packets received by the districts.

Supervision received is detailed and specific to a particular task assigned. Problems of any nature are referred to the immediate supervisor for resolution.

The incumbent will have contacts internally with bureau staff and district personnel occasionally.

The effectiveness of the position is measured by the readiness to accept varied assignments and to learn the functions of the bureau operations.

**Principal Accountabilities:**

1. Assists Acquisition Management Section with data entry, drafting correspondence, tracking, file management, printing high speed rail documents, printing out and reviewing condemnation data packets received by districts.
2. Assists Program Management Section with data entry, drafting correspondence, tracking, file management, reviewing survey plats and legal descriptions
3. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
4. Provides effective communication to management on all issues
5. Performs other duties as required or assigned.