



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 (3 pos)

Seasonal Technician Trainee Intern
Office of Program Development
Bureau of Design & Environment
Springfield

Attachments



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technician Trainee (3 pos) **Salary:** \$11.10 per hour
Position Title: Seasonal Technician Trainee Intern **Union Position:** Yes No
Position Number: PW010-23-65-301-10-44

Office/Central Bureau/District/Work Address:

Office of Program Development/Bureau of Design & Environment/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.

Under immediate supervision, performs entry level technical and/or administrative work, of an engineering nature, in the field or office, in connection with the planning, design, or construction phase of various projects.

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 14, 2017	POSITION:	Seasonal Technician Trainee Intern
APPROVED BY:	<i>Maureen Addis</i>	OFFICE:	Office of Program Development / Bureau of Design and Environment
CODE:	PW010-23-65-301-10-44	REPORTS TO:	System and Services Chief

Position Purpose

Under immediate supervision, performs entry level technical and/or administrative work, of an administrative nature, in the field or office, in connection with the planning, design, or construction phase of various projects.

Dimensions

Invoice Processing:	275
Lettings:	8-10
File Management:	1,000 +
Correspondence:	10,000

Nature and Scope

This position reports to the Systems and Service Section Chief but may receive guidance from others on a project basis.

Under general direction of the System and Services Section Chief, this position operates within an environment of entry level administrative / technical capacity to the bureau chief and the five programmatic areas within the Bureau of Design and Environment. The incumbent is personally accountable for completing all assigned tasks thoroughly and expeditiously.

This position prepares simple work papers, such as memoranda and summarizations of existing and future bureau contracts and invoices. This position assists in the management of bureau files, which may include scanning, retrieving, filing, and creation of contract files; including the use of SharePoint to create electronic libraries of bureau records.

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

The incumbent's most significant internal contacts lie within the incumbent's direct line of supervision; however, occasional contacts may include Office of Program Development staff and others to complete the duties assigned. Externally, the incumbent may occasionally consult with district personnel.

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. Performs entry level administrative / technical work directly related to the planning, design, and construction phase of various projects.
2. Performs file management, including scanning, retrieving, filing, and creation of files for record management.
3. Performs other duties as assigned or required.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.