



IPR# 41672

DATE: May 17, 2017

TITLE: Executive Secretary III, Opt 2

OFFICE: Region 3/District 4/Executive

CONTRACT: AFSCME – RC014

*** INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

BRIEF DESCRIPTION OF DUTIES: Performs secretarial duties for the Regional Engineer; attends and participates in various staff meetings; reviews minutes for accuracy and compliance with recommended action; prepares reports of occurrences during meetings and follows up with initiating any necessary action on behalf of the Regional Engineer; serves as a lead worker to district clerical staff to ensure any changes in policies and procedures; responds to questions and trains on new practices; makes travel arrangements; prepares travel vouchers for the Regional Engineer; makes out-of-state travel arrangements for district employees; ensures compliance with departmental safety rules.

TRAINING & EXPERIENCE: Option 2: Ability to type 55 wpm accurately. Requires knowledge, skill and mental development equivalent to completion of two years of secretarial or business college and three years of secretarial experience or completion of high school and five years of secretarial experience; requires extensive knowledge of the functions, procedures, organization, and laws governing district operations; requires ability to exercise good judgement in carrying out and interpreting existing rules and regulations; requires ability to independently compose a variety of correspondence; requires experience as a document management coordinator; requires strong oral and written communication skills.

UNIT: Executive

LOCATION: 401 Main Street, Peoria, IL

SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday

PAY GRADE: RC-014-16

SALARY RANGE: \$3,969 - \$5,913

CONTACT PERSON: Angela Covert, Bureau of Personnel Management, 217/782-5594

**SUBMIT BID TO: Illinois Department of Transportation, Bureau of Personnel Management,
Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764
Fax: 217/557-3134 or Email to: DOT.CO.BPM.EmploymentApplications@illinois.gov**

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Thursday, June 1, 2017

POSTED FROM: May 18, 2017 TO: June 1, 2017

*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location shall file a request for transfer form.

*In addition, to the bid form, if bidding for a position in a higher classification, bidder must file a CMS-100B Promotional Examination Application with the Department of Central Management Services and complete a Performance Test, if required.