



IPR# 41878

DATE: April 13, 2017

TITLE: Executive Secretary I, Opt. 2 (Upward Mobility Title)
OFFICE: Region 5 / District 9 / Operations
CONTRACT: AFSCME – RC014

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

BRIEF DESCRIPTION OF DUTIES: Under direction of the Operations Engineer, performs responsible secretarial and administrative duties functioning independently within the framework of organizational policies and exercising initiative and independent judgment on the promulgation and interpretation of the bureau policies and programs. Performs a variety of complex clerical and technical functions.

TRAINING & EXPERIENCE: Option 2. Requires ability to type accurately at 55 wpm. Requires knowledge, skill and mental development equivalent to the completion of two years of secretarial/business college and one year secretarial experience, or completion of high school and three years secretarial experience. Requires knowledge of word processing software (MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook and IBM Mainframe Emulation); working knowledge of office practices and procedures, business English and spelling; ability to maintain clerical records and prepare reports for such records; ability to understand and follow varied oral and written instructions and to learn routine work procedures in a reasonable length of time. Complies with departmental safety rules.

UNIT: Operations
LOCATION: 2801 W Murphysboro Rd, Carbondale, IL
SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC014-11
SALARY RANGE: \$3,240 - \$4,592
CONTACT PERSON: Jennifer Sunderland, 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 Friday, April 28, 2017

POSTED FROM: April 17, 2017 TO: April 28, 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.