



IPR#41880

DATE: April 17, 2017

TITLE: Executive Secretary I, Opt 2 (Upward Mobility Title)
OFFICE: Region 2/District 3/Project Implementation
CONTRACT: AFSCME – RC014

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

BRIEF DESCRIPTION OF DUTIES: Under direction of the District Construction Engineer, assists in the effective administration of the section and 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/section chief's 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 two years of secretarial/business college and one year secretarial experience or three years secretarial experience. The ability to deal with the general public, office employees and field employees in a courteous and effective manner. The ability to maintain and exercise a high level of confidentiality. Ensures compliance with departmental safety rules.

UNIT: Construction
LOCATION: 700 East Norris Drive, Ottawa, 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: 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 Monday, May 1, 2017

POSTED FROM: April 18, 2017

TO: May 1, 2017

A handwritten signature in cursive script, appearing to read "Deanna Taylor".

*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.