



**Illinois Department  
of Transportation**

Notice of Vacancy

IPR# 42178

DATE: September 27, 2017

**TITLE:** Office Coordinator, Option 2  
**OFFICE:** Office of Highways Project Implementation / Bureau of Operations  
**CONTRACT:** AFSCME – RC014

**BRIEF DESCRIPTION OF DUTIES:** Under the direction of the Transportation Infrastructure Security Section Chief, this position performs difficult and varied typing work, establishes and revises formats, proofreads materials and sends out correspondence; acts as a telephone receptionist and is back-up to the Bureau Chief's secretary.

**TRAINING & EXPERIENCE:** Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of office experience. Extensive knowledge of office practices, procedures, programs, composition, grammar, spelling and punctuation. Requires ability to follow oral and written instructions, operate word processing, reproduction and other office equipment. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees. Option 2 – Requires ability to type accurately at 30 wpm.

**UNIT:** Transportation Infrastructure Security  
**LOCATION:** 2300 S. Dirksen Parkway, Springfield, IL  
**SHIFT:** 8:00 a.m. – 4:30 p.m. Monday-Friday / Off Saturday-Sunday  
**PAY GRADE:** RC014-9  
**SALARY RANGE:** \$3,027 - \$4,223  
**CONTACT PERSON:** Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594

**BIDS MUST BE RECEIVED BY:** 4:30 p.m. on Thursday, September 28, 2017

**POSTED DATES:** FROM September 28, 2017 TO October 12, 2017

**\*CURRENT STATE EMPLOYEES: SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV**

\*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 must submit an official transfer request form, which can be obtained on the work4illinois website.

\*If bidding for a position in a higher classification, eligible bidders must submit CMS-100B promotional application to CMS on order to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.

**NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT WORK.ILLINOIS.GOV AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.**

*Diana Taylor*