



Notice of Vacancy

IPR# 42577 DATE: January 30, 2017
TITLE: Executive Secretary I, Opt 2 (Upward Mobility Title)
OFFICE: Region 3/District 4/Office of Highways Project Implementation
CONTRACT: AFSCME – RC014

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

BRIEF DESCRIPTION OF DUTIES: Under direction of the Construction Engineer, performs responsible secretarial duties functioning independently within the framework of organizational policies and exercises initiative and independent judgement on the interpretation policies and procedures.

TRAINING & EXPERIENCE: Option 2: Requires ability to type accurately at 55 wpm; Requires knowledge, skill, and mental development equivalent to completion of two years of secretarial/business college and one year of secretarial experience, or completion of high school and three years secretarial experience. Complies with departmental safety.

UNIT: Construction

LOCATION: 401 Main Street, Peoria, IL 61602

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 Wednesday, February 14, 2018

POSTED FROM: Wednesday, January 31, 2018

TO: Wednesday, February 14, 2018

***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 100 B promotional application to CMS 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.

A handwritten signature in blue ink that reads 'Betty Koehler'.