



IPR# 42771 **DATE:** April 3, 2018

TITLE: Executive Secretary II, Opt. 3 (Upward Mobility Title)

OFFICE: Region 1/District 1/Executive

CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Under general direction of the Project Implementation Engineer, performs responsible secretarial and administrative duties functioning independently within the framework of organizational policies and exercising initiative and independent judgement on the promulgation and interpretation of the Project Implementation Engineer's policies and programs. Performs a variety of complex clerical and technical functions; develops and recommends new and revised policies and procedures.

TRAINING & EXPERIENCE: Opt. 3 requires the ability to type accurately at 55 wpm and take dictation at 80 wpm. Two years secretarial/business college and two years secretarial experience or four years secretarial experience. Requires extensive knowledge of office methods, procedures and policies; ability to maintain satisfactory working relations with other employees and the general public; and ability to deal with public relations problems courteously and tactfully. Complies with departmental safety rules.

UNIT: Executive

LOCATION: 201 W. Center Court, Schaumburg, IL

SHIFT: 8:00 A.M. – 4:15 P.M. Monday-Friday, OFF Saturday-Sunday

PAY GRADE: RC014-14

SALARY RANGE: \$3,647 - \$5,342

CONTACT PERSON: Denise Hamilton, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Tuesday, April 17, 2018

POSTED FROM: April 4, 2018 **TO:** April 17, 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.