



**IPR#** 42855 **DATE:** May 7, 2018

**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 District Local Roads and Streets 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 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 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 rules.

**UNIT:** Local Roads & Streets

**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](mailto:DOT.CO.BPM.EmploymentApplications@illinois.gov)

**BIDS MUST BE RECEIVED BY:** 4:30 p.m. on Monday, May 21, 2018

**POSTED FROM:** Tuesday, May 8, 2018

**TO:** Monday, May 21, 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](mailto: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](http://WORK.ILLINOIS.GOV) AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.

*Becky Koehler*