



Notice of Vacancy

IPR#43205

DATE: December 4, 2018

**TITLE:** Executive Secretary I, Opt 2 (Upward Mobility Title)  
**OFFICE:** Region 4/District 6/Office of Highways Project Implementation  
**CONTRACT:** AFSCME – RC014

**BRIEF DESCRIPTION OF DUTIES:** Under direction of the Operations Engineer, 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 bureaus policies and programs. Performs a variety of complex clerical and technical functions.

**TRAINING & EXPERIENCE:** Option 2: Requires ability to keyboard accurately 55 wpm. Requires knowledge, skill and mental development equivalent to completion of two years secretarial/business college and one year of secretarial experience; or completion of high school and three years of secretarial experience. Qualifying state employees in the Upward Mobility Program (UMP) may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this classification. Complies with departmental safety rules.

**UNIT:** Operations  
**LOCATION:** 1340 North 9<sup>th</sup> Street, Springfield, 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

**BIDS MUST BE RECEIVED BY:** 4:30 p.m. on Tuesday, December 18, 2018

**POSTED FROM:** December 5, 2018 **TO:** December 18, 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.

A handwritten signature in black ink, appearing to read 'Billy Koehler'.