

Job Title: EXECUTIVE SECRETARY I, OPT. 2 (UPWARD MOBILITY) (TYPING)- IPR#45944

Agency : Department of Transportation

Closing Date/Time: 03/21/2023

Salary: \$3,710 - \$5,142 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: RC014

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement:

The Illinois Department of Transportation is seeking to hire an Executive Secretary I, Opt. 2.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

25%

1. Performs secretarial and administrative duties for the Materials and Local Roads and Streets Engineers.

- Keyboards correspondence, meeting minutes, confidential materials in regard to staff performance evaluation and memos regarding personnel matters.
- Performs a variety of advanced word processing functions in accordance with IDOT's correspondence standards.

- Ensures clarity and accuracy of all correspondence, proofreads and edits for content, grammar, format and punctuation.

20%

2. Consults and advises the Materials and Local Roads and Streets Section staff on departmental methods, procedures and interpretations of departmental policies and programs.

- From a variety of sources gathers data and provides recommendations to assist staff in decision making and in the preparation of various special reports, news releases and/or speeches.
- Conducts follow-up research regarding program impact and operation and advises staff of any further actions that may be necessary.
- Independently conducts various research projects as directed which requires direct knowledge of programmatic issues and policies; develops recommendations resulting from research and implements recommendations as directed.
- Prepares and maintains workflow procedural guidance documentation.

(Job Responsibilities continued)

20%

3. Performs support functions for the Materials and Local Roads and Streets Section staff, organizing and prioritizing workload independently.

- Establishes, formats, and keyboards a variety of materials such as correspondence, memoranda, special provisions, charts, summary quantities, agreements with consultants, reports, and legal documents.
- Creates templates for forms.
- Coordinates in-person or virtual meetings, distributing agendas, and taking meeting minutes.
- Arranges travel and hotel reservations for seminars and meetings.
- Maintains attendance records.
- Works occasional overtime.

20%

4. Serves as receptionist for the Materials and Local Roads and Streets Sections.

- Receives visitors and directs them appropriately.
- Answers incoming calls, screens and transfers calls, and takes messages.
- Provides general information on departmental regulations and procedures.
- Forwards calls to appropriate section personnel for resolution.
- Prepares outgoing mail. Opens, dates, sorts, and distributes all incoming mail.
- Monitors common electronic mailboxes, sorts incoming correspondence and email directing to appropriate section personnel for resolution.
- Prepares and maintains paper and electronic files, copies, scans, correspondence and documentation files, and prepares documents for transfer or disposal.
- Provides assistance in retrieving appropriate documentation for auditors or FOIA requests.

(Job responsibilities continued)

5%

5. Advises staff of policy and procedural changes. Analyzes problems and recommends solutions.

5%

6. Performs data entry and maintains municipal official information for the Local Roads and Streets Engineer.

- Independently coordinates the gathering of an up-to-date list of municipal officials and provides the information to other bureaus and agencies.
- Enters various information into an assortment of databases.

5%

7. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

Knowledge, Skills, and Abilities

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to the completion of two (2) years secretarial/business college and one (1) year secretarial experience, or completion of high school and three

- (3) years secretarial experience.
2. Requires the ability to keyboard accurately at 55 words per minute.

Qualifying State employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of specific proficiency tests and training programs.

Preferred Qualifications

1. Prefers knowledge of word processing software (Microsoft Word, Excel, Access, PowerPoint and Outlook) and IBM Mainframe Emulation.
2. Prefers working knowledge of office practices, procedures, business English and spelling.
3. Prefers ability to maintain clerical records and prepare reports for such records.
4. Prefers ability to follow oral and written instructions.

Conditions of Employment

1. Requires successful completion of a background investigation.
2. Requires the ability to work occasional overtime.
3. Must be able to sit for long periods of time.

Position Marketing Statement

The Illinois Department of Transportation seeks to hire an Executive Secretary I to perform responsible secretarial and administrative duties in support of both the Materials and Local Roads and Streets Engineers, and staff. The ideal candidate, under the direct supervision of the Materials Engineer and indirect supervision of the Local Roads and Streets Engineer, will function independently within the framework of organizational policies, exercising initiative and independent judgment on the promulgation and interpretation of the bureau's policies and programs.

Work Hours: 8:00 AM - 4:30 PM Monday-Friday

Work Location: 1340 N 9th St Springfield, IL 62766-0001

Office: Office of Highways Project Implementation/Region 4/District 6/Materials

Agency Contact: DOT.CONTACTHR@Illinois.gov

Job Family: Clerical and Administrative Support; Transportation

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com