

Job Title: EXECUTIVE SECRETARY I, OPTION 2 (UPWARD MOBILITY) (TYPING) - IPR#45080

Agency: Department of Transportation

Closing Date/Time: 05/16/2022

Salary: \$3,659 - \$4,947 Monthly

Job Type: Salaried Full Time

County: Jackson

Number of Vacancies: 1

Plan/BU: RC014

**Collective Bargaining Agreement language applies to this requisition:
We are currently transitioning away from a paper application process
to an electronic application process. This position has not been
transitioned. Please follow the directions below when applying to this position.**

**DO NOT APPLY ONLINE
DO NOT CLICK THE APPLY BUTTON**

**CMS100/B Employment Application and all applicable documentation should be submitted to the Agency
contact listed below.**

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 the Materials Engineer and staff. The ideal candidate 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.

Job Responsibilities

25%

1. As secretary to the Materials Engineer, performs duties including keyboarding correspondence, memos, meeting minutes and confidential materials.
 - Prepares routine and non-routine priority correspondence and memoranda for the section to the FHWA, central bureaus, city and county officials, contractors, governmental agencies and the public concerning Materials activities or requests for inspections.
 - Keyboards confidential materials regarding staff performance evaluations, disciplinary actions, salary recommendations, 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 Engineer on departmental methods, procedures and interpretations of departmental policies and programs.
 - From a variety of sources gathers data and provides recommendations to assist the Section Chief in decision making and in the preparation of various special reports.
 - Conducts follow-up research for the Materials Engineer regarding program impact and operation and advises of any further actions that may be necessary.
 - Executes and distributes regular assignment and reports from MISTIC, CMMS systems and maintains file security.

20%

3. Performs support functions for Materials staff, organizing and prioritizing workload independently.

- Establishes, formats, and keyboards documents such as correspondence, memoranda, special provisions, charts, summary quantities, agreements with consultants, reports, and legal documents which include specialized geological terminology and test data.
- Opens, dates, sorts, and distributes all incoming mail; prepares all outgoing mail.
- Keyboards requests for requisitions and order and delivery forms for supplies and equipment
- Gathers, keyboards, prints and assembles information for annual reports, special studies and manuals generated by the section.

(Job Responsibilities continued)

10%

4. Serves as section timekeeper and travel coordinator for the Materials Section.
 - Maintains attendance records for section personnel.
 - Prepares and submits employee absence reports each pay period.
 - Maintains out-of-district travel records
 - Arranges travel and hotel reservations for seminars and meetings.
 - Checks and keyboards travel invoices.
 - Collects, checks, and submits gas tickets for approximately 20 vehicles on a weekly schedule for the MMIS liaison.

10%

5. Serves as receptionist for the Materials Section.
 - 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.
 - Maintains Material Engineer's appointment calendar and advises him/her of upcoming meetings and appointments.
 - Serves as relief switchboard operator and district receptionist

10%

6. Maintains the Materials Section directory and files.
 - Maintains listing of all Materials Section staff members' address and contact information.
 - Maintains the Materials section files, including correspondence, reports, manuals, and forms.

5%

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

Knowledge, Skills, and Abilities

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

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to the completion of two years secretarial/business college and one year secretarial experience, or completion of high school and three years secretarial experience.
2. Requires the ability to keyboard accurately at 55 words per minute.

Conditions of Employment

1. Requires the ability to work occasional overtime.
2. Must be able to sit for long periods of time.

Agency Mission Statement

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.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

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.

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

Work Location: 2801 W Murphysboro Rd Carbondale, IL 62901-1059

Office: Office of Highways Project Implementation/Region 5/District 9/Project Implementation

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Function: Clerical and Administrative Support; Transportation

CANDIDATES MUST SUBMIT A SEPARATE BID FORM (as applicable) AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.

APPLICATION INSTRUCTIONS

DO NOT APPLY ONLINE.

Please submit application via email to: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Current State Employees:

- Seeking a Promotion – Submit an **Official Position Vacancy Bid Form and CMS-100B Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - Older versions of the **CMS-100B** will not be graded or returned to applicants.
 - Failure to complete and submit the new **CMS-100B** (version dated 9/2020 or after) will result in your application being rejected.
- Seeking a Transfer – Submit an **Official Position Vacancy Bid Form, Transfer Request, and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.
- Seeking a Reduction - Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

Former State Employees:

- Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.

- A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
- Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

Non-State Employees:

- Submit a **CMS-100 Employment Application** (version dated 9/2020 or after) and official college transcripts (where applicable) to the Agency Contact address listed above.
 - Documentation is required for each Posting/Bid ID or your application(s) will be rejected.
 - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.