

Job Title: EXECUTIVE SECRETARY I, OPT. 2 (UPWARD MOBILITY) (TYPING)- IPR#46582

Agency : Department of Transportation

Closing Date/Time: 06/07/2023

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.

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

- Employee Assistance Program and/or mental health resources

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

35%

1. As secretary to the Project Implementation Engineer, keyboards routine and non-routine priority correspondence and memoranda for the Project Implementation Engineer as well as confidential correspondence related to Project Implementation.
 - Performs a variety of advanced word processing functions in accordance with I DOT's correspondence standards, reviews clarity and accuracy of all correspondence, proofreads and edits for content, grammar, format and punctuation.
 - Coordinates workflow to and from the Project Implementation Engineer's office verifying the timely completion of functions, advises Project Implementation Engineer of concern and notifies staff of changes and or revisions.

35%

2. Performs clerical support for Project Implementation staff.
 - Types correspondence concerning Project Implementation activities.
 - Independently edits prepared documents and composes routine correspondence including but not limited to: meeting minutes, memoranda for the bureau to consultants, contractors, government officials, county engineers, senators, legislatures, FHWA, and the public; signs supervisor's signature as authorized; serves as a resource for staff.
 - Verifies that response timelines are met for written and verbal requests.

(Job Responsibilities continued)

15%

3. Serves as Project Implementation Engineer and Construction receptionist.
 - Answers and directs callers for the Project Implementation Engineer and staff directing callers and visitors to appropriate personnel.
 - Maintains Project Implementation Engineer's appointment calendar.
 - Arranges travel and hotel reservations for staff.
 - Prepares direct bill letters and vouchers for staff.
 - Prepares outgoing mail; sorts incoming mail for special attention requirements; distributes intra-office mail.

10%

4. Maintains and organizes bureau file system.
 - Maintains attendance records verifying against Personnel records quarterly.
 - Checks timecards of technical staff for accuracy at the end of each pay period.

5%

5. Performs all other duties as assigned which are reasonably related to the duties enumerated above.

Knowledge, Skills, and Abilities

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to 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. Ability to keyboard accurately at 55 w.p.m.

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 working knowledge of agency programs, rules and regulations.
2. Prefers extensive knowledge of office management.
3. Prefer extensive knowledge of composition, grammar, spelling, and punctuation.
4. Prefer ability to communicate clearly and effectively both orally and in writing.

Conditions of Employment

1. Successful completion of a background investigation.

Position Marketing Statement

The Illinois Department of Transportation seeks to hire an Executive Secretary. Under the immediate supervision of the Project Implementation Engineer, the Executive Secretary independently performs secretarial duties functioning within the framework of organizational policies.

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/Project Implementation

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Office & Administrative Support

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