

Job Title: EXECUTIVE SECRETARY I, OPTION 2 (UPWARD MOBILITY) (TYPING) - IPR#45767

Agency: Department of Transportation

Closing Date/Time: 06/23/2022

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

Job Type: Salaried Full Time

County: Sangamon

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.

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.

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.

Job Responsibilities

Under the direction of the Bureau Chief of Administrative Services, independently performs secretarial duties functioning within the framework of organizational policies. Performs a variety of complex clerical and technical functions for the Division of Aeronautics.

30%

1. As secretary to the Bureau Chief of Administrative Services keyboards routine and non- routine correspondence and memoranda, as well as confidential materials in regard to staff performance evaluations, disciplinary actions, and memos regarding personnel matters. Performs a variety of advanced word processing functions in accordance with Illinois Department of Transportation (IDOT) correspondence standards; ensures the clarity and accuracy of all correspondence; and proofreads and edits for content, grammar, format, and punctuation. Coordinates work flow to and from the Bureau of Administrative Services verifying the timely completion of functions, advises the Bureau Chief of Administrative Services of concerns, and notifies staff of changes and/or revisions.

30%

2. Performs support functions for the Division of Aeronautics staff as assigned by the Bureau Chief of Administrative Services. Keyboards a variety of materials, establishes formats, and keyboards documents such as correspondence, memoranda, special provisions, charts, summary quantities, agreements with consultants, reports, and legal documents. Organizes and prioritizes workload independently. Receives and distributes the general mail as well as interoffice mail for the Bureau of Administrative Services. Verifies that response timelines are met for written and verbal requests.

15%

3. Maintains and organizes files. Copies, scans, and files all Division of Aeronautics documents. Serves as the primary contact for forms management.

(Job Responsibilities continued)

10%

4. Consults and advises the Bureau Chief of Administrative Services on departmental methods, procedures, and interpretations of departmental policies and programs. Gathers data from a variety of sources and provides recommendations to assist in decision making and in the preparation of various special reports. Conducts follow-up research regarding program Impact and operation and advises 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.

10%

5. Serves as receptionist for the Division of Aeronautics. 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. Arranges travel and hotel reservations for employees. Reconciles attendance records.

5%

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

Knowledge, Skills, and Abilities

- Requires knowledge, skill, and mental development equivalent to completion of two years of secretarial or business college and one year of secretarial experience or completion of high school and three years of secretarial experience.
- Requires ability to keyboard accurately at 55 words per minute.
- Qualifying state employees in the employee Upward Mobility Program 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.

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 1 Langhorne Bond Dr Springfield, IL 62707-8415

Office: Office of Intermodal Project Implementation/Aeronautics-Bureau of Administrative Services

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

Job Family: 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.