

Job Title: EXECUTIVE SECRETARY II - OPT. 2 (UPWARD MOBILITY) (TYPING) - IPR#45789

Agency : Department of Transportation

Closing Date/Time: 10/04/2022

Salary: \$4164 - \$5982 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 II, Option 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

20%

1. Performs secretarial duties for the Bureau Chief of Programming.
 - Keyboards correspondence received from the Bureau Chief of Programming.
 - Keyboards letters, memos, and reports.
 - Runs electronic reports from the Program Planning System database as requested.
 - Attends and participates in various staff meetings.
 - Reviews minutes for accuracy and compliance with recommended action.

- Prepares reports of occurrences during meetings.
- Follows-up with initiating any necessary actions on behalf of the Bureau Chief of Programming.

20%

2. Consults and advises the Bureau Chief of Programming on departmental methods, procedures, and interpretations of departmental policies and programs.

- From a variety of sources, gathers data and provides recommendations to assist the Bureau Chief of Programming in decision making and in the preparation of various special reports, news releases, and/or speeches.
- Conducts follow-up research for the Bureau Chief of Programming regarding program impact and operation and advises of any further actions that may be necessary including those of a confidential or sensitive nature.
- 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.

20%

3. Receives visiting officials, representatives, and departmental heads as required.

- Screens callers for importance, priority, and necessity answering questions relative to departmental programs that do not require personal attention.
- Maintains effective liaison with the public and governmental officials regarding the Bureau Chief of Programming's position on issues, often sensitive and controversial in nature.

(Job Responsibilities continued)

20%

4. Reads and distributes incoming correspondence for the Bureau Chief of Programming.

- Routes routine correspondence to the respective staff.
- Maintains correspondence control and establishes completion dates.
- Reviews correspondence (letters, memoranda, statistical data, graphs, etc.) prepared for the Bureau Chief of Programming for compliance with departmental policies, rules, and regulations.
- As authorized, uses discretion in signing correspondence, reports, requisitions, etc. on behalf of the Bureau Chief of Programming.
- Sets standards and defines the Bureau of Programming's policies/procedures regarding outgoing correspondence, reports, or keyboarded materials.

10%

5. Records all appointments and correspondence for the Bureau Chief of Programming reminding him/her of upcoming appointments and meetings and ensuring that the necessary correspondence, reports, and materials for the meeting are available.

- Arranges meetings and conferences.
- In the absence of the Bureau Chief of Programming, keeps his/her desk in an orderly manner, making certain actions are taken on any correspondence which demands attention prior to his/her return.
- Places priorities for calls and mail to be brought to his/her attention and maintains an orderly reference file for correspondence retrieval.

5%

6. Reviews file indexing of office records verifying accurate filing.

- Maintains selected Bureau of Programming files pertaining to correspondence status, bulletins, and forms as well as the supervisor's administrative/confidential files.

5%

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

Knowledge, Skills, and Abilities

Minimum Qualifications:

1. Requires knowledge, skill, and mental development equivalent to completion of two years of secretarial or business college and two years secretarial experience **or**
2. Completion of high school and four years secretarial experience.
3. Requires ability to keyboard accurately at 55 wpm.

Preferred Qualifications:

1. Prefer thorough knowledge of the principles of office management.

2. Prefer ability to apply human relations skills in interaction with management, officials of government, and private industry and the public.
3. 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 is seeking to hire an Executive Secretary II. The successful candidate will, under general direction of the Bureau Chief of Programming, perform responsible secretarial and administrative duties functioning independently within the framework of organizational policies and exercising initiative and independent judgement on the promulgation and interpretation of the Bureau Chief of Programming's policies and programs. The incumbent will perform a variety of complex clerical and technical functions; and develops and recommends new and revised policies and procedures.

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

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Work Office: Office of Planning and Programming, Bureau of Programming

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

Job Family: Transportation; Clerical and 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