

Job Title: REALTY SPECIALIST I - ADMINISTRATIVE AGENT - IPR#45858

Agency : Department of Transportation

Closing Date/Time: 10/04/2022

Salary: \$3,680 - \$6,400 Monthly

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

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.

***This position is covered by the Revolving Door Prohibition Policy.**

Agency Mission Statement:

The Illinois Department of Transportation is seeking to hire an Administrative Agent.

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

This position is accountable for the accurate and timely completion of administrative and support functions associated with land acquisition, which includes: compiling, classifying, and evaluating the information required to support each step in the land acquisition process; processing and monitoring invoices, court orders, and other payment requests relating to legal proceedings and real estate transactions; and rendering relocation assistance and management of district-owned property, as needed.

Administrative Support and Monitoring: 50 - 70 projects annually
Monitoring Appraisals, Negotiations, and Condemnation Functions: 500 - 1000 parcels annually

This position reports to the Acquisition Support Unit Chief. No staff reports to this position.

This position functions in a region characterized by rapid urbanization, intense land development, and declining availability of rights-of-way. The task of monitoring the status of ongoing parcel acquisition and processing invoices and other payment requests for the department's acquisition of property is complicated by time constraints and the pressure to meet prescribed letting dates.

The greatest challenges to this position are being able to accurately prioritize duties and depending on data being entered accurately daily.

This position is personally responsible for securing accurate parcel status information in a timely manner, ensuring all appropriate data is entered into the Land Acquisition System (LAS), and ensuring that information collected supports relocation projects and is collected in a timely manner.

The incumbent receives various correspondences, including invoices. He/She must review invoices for accuracy and process other payment requests. The incumbent prepares correspondence and ensures that correct/updated forms are utilized. He/She is also responsible for ensuring that the appropriate funding is in place prior to payment of invoices and other payments.

The incumbent may communicate with vendors, attorneys, and other service providers to verify information and invoicing. He/She communicates with the other bureaus to confirm project status and performs duties within the established policies and procedures of the Land Acquisition Manual, and as directed by the unit chief.

The effectiveness of this position is measured by the ability to accurately and promptly perform the duties to facilitate the land acquisition process.

Principal Accountabilities

1. Accurately monitors properties' status and ensures entry into the state LAS.
2. Ensures accuracy and completeness of computations covering relocation disbursements.
3. Monitors funding for land acquisition program and ensures that invoices are verified and forwarded for payment in a timely manner.
4. Completes all data entry activities and assists in monitoring of project status.
5. Maintains the orderly and accurate storage of financial information and documents.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience:
 - Completion of two years of college majoring in engineering, construction management, business administration, public administration, pre-law, legal studies, accounting, or economics OR
 - Six months of professional experience in business administration, accounting, financial services, paralegal services, surveying, title work, real estate appraisals, negotiations, property management, relocation assistance administration, or completion of an approved training program
- Valid driver's license

Position Desirables

- Excellent organizational and time management skills
- Strong oral and written communication skills
- Experience performing data entry and using IBM and mainframe databases
- Strong computer skills, including proficiency in the use of Microsoft (MS) Office programs, such as MS Excel, MS Word, MS Access, and MS Outlook
- Ability to work well with individuals of varying backgrounds

Work Hours: 8:00 AM - 4:15 PM Monday-Friday (45-minute lunch)

Work Location: 201 Center Ct Schaumburg, IL 60196-3169

Office: Office of Highways Project Implementation/Region 1/District 1/Land Acquisition

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

Job Family: 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