

Job Title: EXECUTIVE SECRETARY I, OPTION 2 (UPWARD MOBILITY) (TYPING) - IPR#45168

Agency : Department of Transportation

Closing Date/Time: 10/11/2022

Salary: \$3,710 - \$5,142 Monthly

Job Type: Salaried Full Time

County: Effingham

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

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

25%

1. As secretary to the Land Acquisition Engineer serves as secretarial support and performs responsible and

complex clerical work.

- Prepares correspondence of both a general and highly complex and confidential nature .
- Keyboards and prepares correspondence to government officials such as representatives, senators, attorneys and the public concerning projects and owners' property utilizing complex legal and engineering terminology.
- Performs confidential secretarial functions for the Land Acquisition Engineer by keyboarding and preparing confidential materials, including memorandums and reports, real estate appraisals, offers to purchase land, contracts and legal documents, recommended policy changes, and staff performance evaluations.
- Prepares and keyboards correspondence for the Land Acquisition Engineer and staff relative to various functions within the section.
- Signs Land Acquisition Engineer's signature as authorized

20%

2. Maintains favorable relations for the Land Acquisition Engineer through dealing with public sector and agency staff.

- Participates in conducting special projects by gathering data and assembling for its use .
- Utilizes independent judgment in the proper release of information from section's files .
- Informs staff of changes or revisions that affects the operation of the unit.
- Provides general information to governmental officials regarding right of way projects section.

(Job Responsibilities continued)

20%

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

- Keyboards a variety of reports, letters, and memorandums, such as excess land agreements, project relocation reports, Warranty Deeds, Temporary Easements, Quitclaim Deeds, Temporary Use Permits.
- Keyboards requests for requisitions, order and delivery forms, supplies and equipment.
- Enters and maintains data into software database for Title Reports and Policies, Court Costs and Awards, Property Management, and other programs.
- Opens, dates, sorts, and distributes all incoming mail.
- Prepares outgoing mail.

10%

4. Serves as section timekeeper and travel coordinator for the Land Acquisition 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 .

10%

5. Serves as receptionist for the Land Acquisition 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 Land Acquisition Engineer's appointment calendar and advises of upcoming meetings and appointments.
- Serves as relief switchboard operator and district receptionist.

(Job Responsibilities continued)

10%

6. Maintains the Land Acquisition Section electronic and paper files.

- Maintains correspondence, reports, forms, legal opinions, condemnation, and other information in the Land Acquisition system.
- Assembles data for condemnation of lands which cannot be purchased.
- Orders title information in expired title reports and for eminent domain proceedings.

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 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 at 55 words per minute.

Preferred Qualifications

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

Conditions of Employment

1. Requires successful completion of a background investigation.
2. Requires ability to work occasional overtime.
3. Requires ability to sit for long periods of time.

Position Marketing Statement

The Illinois Department of Transportation is seeking to hire an Executive Secretary I to perform and be responsible for secretarial and administrative duties in support of the Land Acquisition 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.

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

Work Location: 400 W Wabash Ave Effingham, IL 62401-2670

Office: Office Highways Project Implementation/Region 4/District 7/Program Development

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

Job Family: Clerical and Administrative Support; 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