

# Job Title: EXECUTIVE SECRETARY I, OPT 2 (UPWARD MOBILITY) (TYPING) - IPR#45851

**Agency :** Department of Transportation

**Closing Date/Time:** 10/11/2022

**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](http://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 I, 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**

25%

1. As secretary to the Bureau Chief of Aviation Safety and Education, s/he performs duties including keyboarding routine and non-routine priority correspondence and memoranda as well as confidential correspondence related to all Aviation Education and Safety Section programs.
  - Performs a variety of advanced word processing functions in accordance with the department's correspondence standards.
  - Reviews clarity and accuracy of all correspondence and proofreads and edits for content, grammar, format, and punctuation.

- Coordinates workflow to and from the Bureau Chief of Aviation Safety and Education's office and verifies the timely completion of tasks.
- Advises the Deputy Director of Aeronautics and the Bureau Chief of Aviation Safety and Education of workflow concerns and notifies staff of changes and/or revisions.

20%

2. Performs clerical support for Bureau of Aviation Safety and Education staff.
  - Updates airport and heliport contact directories.
  - Independently edits prepared documents and newsletters.
  - Utilizes a spreadsheet to track airport and heliport inspection status.
  - Serves as a resource on departmental policies and procedures for Division of Aeronautics' staff.
  - Ensures that responses to written and verbal requests are made in a timely manner.

20%

3. Serves as the receptionist for the Bureau of Aviation Safety and Education.
  - Answers phones, directs callers, and records messages.
  - Directs callers and visitors to appropriate staff.
  - Provides general information on departmental regulations and procedures.
  - Maintains the Bureau Chief of Aviation Safety and Education's appointments and calendar.
  - Arranges travel and hotel reservations for staff.
  - Prepares direct bill forms and travel vouchers for staff.
  - Responds to email sent to the Bureau of Aviation Safety and Education's inbox or directs it to the appropriate staff.
  - Prepares outgoing mail, sorts incoming mail for special attention requirements, and distributes inter-office mail.
  - Serves as backup for other Executive Secretaries at the Division of Aeronautics.

### **(Job Responsibilities continued)**

20%

4. Maintains and organizes the Bureau of Aviation Safety and Education's filing system.
  - Copies, scans, and files all documents.
  - Maintains attendance records and reconciles leave slips.
  - Performs record retention activities.

10%

5. Provides backup and assistance for pilot and aircraft registration.
  - Inputs registration and renewal data into the Pilot and Aircraft Registration System.
  - Prints and mails registration certificates.
  - Coordinates with the Department of Revenue to ensure that sales or use tax liability has been satisfied.

5% Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

## **Knowledge, Skills, and Abilities**

### **Minimum Qualifications**

1. Requires knowledge, skill and mental development equivalent to the completion of two (2) years secretarial/business college and one (1) year secretarial experience; **OR**
2. Completion of high school and three (3) years secretarial experience.

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 (In Order of Significance)**

1. Prefers extensive knowledge of computer program applications.
2. Prefers extensive knowledge of composition, grammar, spelling, and punctuation.
3. Prefers ability to communicate clearly and effectively both orally and in writing.

## Employment Conditions

1. Successful completion of a background investigation.

## Position Marketing Statement

The Illinois Department of Transportation (IDOT) is seeking to hire an Executive Secretary I position in the Division of Aeronautics. Under general direction of the Bureau Chief of Aviation Safety and Education, this position independently performs secretarial duties functioning within the framework of organizational policies. S/He performs a variety of complex clerical and technical functions for Division of Aeronautics' staff.

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

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

**Office:** Division of Aeronautics, Bureau of Aviation Safety and Education

**Agency Contact:** [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto: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](http://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](http://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](http://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](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)