



**Illinois Department  
of Transportation**

A handwritten signature in blue ink that reads "Betty Koehler".

**Notice of Vacancy**

**IPR#44097**

**DATE: March 10, 2020**

**TITLE: Executive Secretary III, Opt. 2 (1 position)**

**OFFICE: Region 2/District 2/Executive**

**CONTRACT: AFSCME – RC014**

**BRIEF DESCRIPTION OF DUTIES:** Subject to management approval of the Regional Engineer, performs highly complex secretarial and administrative duties exercising considerable independent judgement in making administrative and office management determinations. Maintains public relations and performs confidential liaison activities for the Regional Engineer.

**TRAINING & EXPERIENCE:** Option 2. Requires ability to type accurately at 55 wpm. Requires knowledge, skill and mental development equivalent to completion of two years secretarial or business college and three years secretarial experience or completion of high school and five years secretarial experience. Requires working knowledge of agency programs, rules and regulations. Requires ability to exercise good judgement in carrying out and interpreting existing rules and regulations. Requires ability to independently compose a variety of correspondence. Requires strong oral and written communication skills. Requires ability to travel within the district/region.

**UNIT: Executive**

**LOCATION: 819 Depot Avenue, Dixon, IL**

**SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday**

**PAY GRADE: RC014-16**

**ANTICIPATED STARTING SALARY: \$4054/month**

**CURRENT BARGAINING UNIT EMPLOYEES – COLLECTIVE BARGAINING AGREEMENT LANGUAGE APPLIES**

**FULL BARGAINING UNIT RANGE: \$4054 - \$6002 /month**

**CONTACT PERSON: Denise Hamilton, Bureau of Personnel Management, 217/782-5594**

**POSTED FROM: March 12, 2020**

**TO: March 25, 2020**

**PLEASE NOTE: THE APPLICATION PROCESS HAS CHANGED.** The required application forms outlined below must be submitted to: Illinois Department of Transportation, Bureau of Personnel Management, Room 113, 2300 S Dirksen Pkwy, Springfield, IL 62764, Fax: 217/557-3134, Email: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV by 4:30 PM on the closing date of this posting.

**AGENCY-TO-AGENCY TRANSFER:** Submit Bid Form, AFSCME Transfer Request Form and CMS100 (rev 7/2019)

**PROMOTIONAL BIDDERS:** Submit Bid Form and CMS100B (rev 7/2019)

**CURRENT STATE EMPLOYEES:** Submit Bid Form and CMS100 (rev 7/2019)

**NON-STATE EMPLOYEES:** Submit CMS100 (rev 7/2019) to the agency contact listed above. In addition to submitting an application, you must take an automated test at CMS Examining to obtain an Open Competitive grade for this title/opt by 4:30 PM on the closing date of this posting. CMS Examining requires that applicants provide the posting bid number (IPR#) listed at the top of this posting, or a copy of the posting. If deemed qualified from the automated test, your name will be placed on the appropriate Open Competitive list for this title/opt. Please contact CMS Examining at 217/557-6885 for testing times and information.