



IPR#44382

DATE: October 2, 2020

TITLE: Executive Secretary I, Option 2 (Upward Mobility Title) - 1 Position
OFFICE: Office of Finance & Administration / Bureau of Business Services
CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Under direction of the Quality and Document Management Services (QDMS) Section Chief, performs responsible secretarial and administrative duties functioning independently within the framework of organizational policies and exercising initiative and independent judgment on the promulgation and interpretation of the bureau policies and programs. Performs a variety of complex clerical and technical functions.

TRAINING & EXPERIENCE: Option 2. Requires ability to type accurately at 55 wpm. Requires knowledge, skill and mental development equivalent to the completion of two years secretarial/business college and one year of secretarial experience, or completion of high school and three years secretarial experience. Complies with departmental safety rules.

UNIT: Quality and Document Management Services
LOCATION: 2300 S. Dirksen Parkway, Springfield, IL
SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC014-11

ANTICIPATED STARTING SALARY: \$3409 /month
CURRENT BARGAINING UNIT EMPLOYEES – COLLECTIVE BARGAINING AGREEMENT LANGUAGE APPLIES
FULL BARGAINING UNIT RANGE: \$3409 - \$4759 /month

CONTACT PERSON: Angela Covert, Bureau of Personnel Management, 217/782-5594
POSTED: FROM: October 7, 2020 TO: October 21, 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

PROMOTIONAL BIDDERS: Submit Bid Form and CMS100B

CURRENT STATE EMPLOYEES: Submit Bid Form and CMS100

NON-STATE EMPLOYEES: Submit CMS100 to the agency contact listed above.

To be considered for open competitive eligibility for this title, you must be deemed qualified by Central Management Services (CMS). This is a title that requires an automated multiple-choice test to be taken at one of the CMS Assessment Centers. CMS Assessment Center personnel will contact each applicant by phone to schedule appointments for the assessment examination.

After successfully obtaining a passing grade, your name will be placed on an open competitive eligible list for this title in the two counties you select on your application. If you are satisfied with the grade you received for this title, option and county, no further action is required. Your name has already been placed on the open competitive eligible list for this title. Open competitive grades are valid for one (1) year.