

Job Title: EXECUTIVE SECRETARY II - OPT 2 - UPWARD MOBILITY - IPR#44707

Agency: Department of Transportation

Closing Date/Time: 07/29/2021

Salary: \$4,006 - \$5,755 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: RC014

**Collective Bargaining Agreement language applies to this requisition:
We are currently transitioning away from a paper application process
to an electronic application process. This position has not been transitioned. Please follow
the directions below when applying to this position.**

**DO NOT APPLY ONLINE
DO NOT CLICK THE APPLY BUTTON**

**CMS100/B Employment Application and all applicable documentation should be submitted to
the Agency contact listed below.**

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.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

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

Under general direction of the Bureau 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 chief's policies and programs. Performs a variety of complex clerical and technical functions; develops and recommends new and revised policies and procedures; and renders responsible managerial leadership and discretion to initiate and coordinate staff operations required in the implementation of administrative policies and complex support functions.

20%

1. Performs secretarial duties for the bureau chief.

- From rough draft, prepares correspondence received from the bureau chief.
- Prepares non-routine correspondence on own initiative.

- Attends and participates in various staff meetings; reviews minutes for accuracy and compliance with recommended action; prepares reports of occurrences during meetings; and follows-up with initiating any necessary actions on behalf of the bureau chief

(Job Responsibilities continued)

20%

2. Consults and advises the bureau chief on departmental methods, procedures and interpretations of departmental policies and programs.

- From a variety of sources gathers data and provides recommendations to assist the bureau chief in decision making and in the preparation of various special reports, news releases and/or speeches.
- Conducts follow-up research for the bureau chief regarding program impact and operation and advises of any further actions that may be necessary.
- Independently conducts various research projects as directed which requires direct knowledge of programmatic issues and policies; develops recommendations resulting from research and implements recommendations as directed.

15%

3. Reads and distributes incoming correspondence for the bureau chief; routes routine correspondence to the respective staff; maintains correspondence control and establishes completion dates.

- Reviews correspondence (letters, memoranda, statistical data, graphs, etc.) prepared for the bureau chief for compliance with departmental policies, rules and regulations; as authorized, uses discretion in signing correspondence, reports, requisitions, etc., on behalf of the bureau chief.
- Sets standards and defines bureau policies/procedures regarding outgoing correspondence, reports and typed materials.

15%

4. Receives visiting officials, representatives and departmental heads as required; screens callers for importance, priority and necessity, answering questions relative to departmental programs that do not require personal attention.

- Maintains effective liaison with the public and governmental officials regarding the bureau chief's position on issues, often sensitive and controversial in nature.

10%

5. Provides clerical support to the Administrative Manager.

- Edits prepared documents and composes and types routine correspondence regarding meetings; signs supervisor's signature as authorized; serves as a resource for staff.
- Verifies that response timelines are met for written and verbal requests.

(Job Responsibilities continued)

10%

6. Records all appointments and correspondence for the bureau chief reminding him/her of upcoming appointments and meetings and verifying that the necessary correspondence, reports and materials for the meeting are available.

- Maintains appointment books and makes reservations for the bureau chief.
- Arranges meetings and conferences.
- In the absence of the bureau chief keeps his/her desk in an orderly manner, making certain action is taken on any correspondence which demands attention prior to his/her return; places priorities for calls and mail to be brought to his/her attention and maintains an orderly reference file for correspondence retrieval.

5%

7. Reviews file indexing of office records verifying accurate filing.

- Maintains selected bureau files pertaining to correspondence status, bulletins and forms as well as the supervisor's administrative/confidential files.

5%

8. Performs other duties as required or assigned which are reasonably within the scope of duties listed above and ensures compliance with departmental safety rules.

Knowledge, Skills and Abilities

- Option 2: Requires ability to type accurately at 55 wpm.
- Requires knowledge, skill and mental development equivalent to completion of two years secretarial/business college and two years secretarial experience or completion of four years of high school and secretarial experience.
- Requires thorough knowledge of the principles of office management, ability to maintain satisfactory working relationships with other employees and the general public; and ability to deal with public relations problems courteously and tactfully.

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

Work Location: 126 E Ash St Springfield, IL 62704-4766

Office: Office of Highways Project Implementation/Bureau of Materials

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

Job Function: Clerical and Administrative Support; Transportation

CANDIDATES MUST SUBMIT A SEPARATE BID FORM (as applicable) AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.

APPLICATION INSTRUCTIONS

DO NOT APPLY ONLINE.

Please submit application via email to: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Current State Employees:

- Seeking a Promotion – Submit an **Official Position Vacancy Bid Form and CMS-100B Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - Older versions of the **CMS-100B** will not be graded or returned to applicants.
 - Failure to complete and submit the new **CMS-100B** (version dated 9/2020 or after) will result in your application being rejected.
- Seeking a Transfer – Submit an **Official Position Vacancy Bid Form, Transfer Request, and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.
- Seeking a Reduction - Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

Former State Employees:

- Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

Non-State Employees:

- Submit a **CMS-100 Employment Application** (version dated 9/2020 or after) and official college transcripts (where applicable) to the Agency Contact address listed above.
 - Documentation is required for each Posting/Bid ID or your application(s) will be rejected.
 - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.