

Job Title: EXECUTIVE SECRETARY I, OPT 2 (UPWARD MOBILITY) (TYPING) - IPR#44782

Agency : Department of Transportation

Closing Date/Time: 10/03/2022

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 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

20%

1. As secretary to the section chief, keyboards correspondence and meeting minutes.
 - Keyboards confidential materials regarding staff performance evaluations, disciplinary actions, salary recommendations, and memos regarding personnel matters.
 - Performs a variety of advanced word processing functions in accordance with the Illinois Department of Transportation's (IDOT) correspondence standards, ensures clarity and accuracy of all correspondence, proofreads and edits for content, grammar, format, and punctuation.

25%

2. Performs support functions for Financial Services and Procurement Section's staff.
 - Keyboards a variety of materials.
 - Establishes formats and keyboards documents such as correspondence, memoranda, special provisions, charts, summary quantities, agreements with consultants, reports, and legal documents.
 - Performs data entry and monitors various tracking systems.
 - Organizes and prioritizes workload independently.
 - Opens, dates, sorts, and distributes all incoming mail.
 - Processes and records checks received in the daily check log.

15%

3. Consults and advises the section chief on departmental methods, procedures, and interpretations of departmental policies and programs.
 - From a variety of sources, gathers data and provides recommendations to assist in decision-making and in the preparation of various special reports, news releases, and/or speeches.
 - Conducts follow-up research for the section 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.

(Job Responsibilities continued)

15%

4. Participates in completing overflow clerical assignments for other bureau sections.
 - Fills in during vacancy of other section's or bureau chief's secretaries.
 - Documents procedures and cross-trains with section's or bureau chief's secretaries.
 - Serves as backup to the departmental main phone line in the absence of Office of Communications staff.

10%

5. Serves as receptionist for the Financial Services and Procurement Sections.
 - Receives visitors and directs 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 or highly technical issues.
 - Receives and distributes the general mail.
 - Sorts incoming correspondence and email directing to appropriate section personnel for resolution.

(Job Responsibilities continued)

5%

6. Scans, files, retrieves files, re-files, transfers and disposes of files per departmental policies and procedures. Coordinates maintenance of applicable record retention schedules.

5%

7. Arranges travel and hotel reservations for staff for seminars and meetings.
 - Coordinates logistics for training and meetings, including reservation of meeting space and equipment reservations.
 - Coordinates calendar updates, attendee notifications, rescheduling, etc.
 - Advises staff of policy and procedural changes.
 - Analyzes problems and recommends solutions.
 - Maintains attendance records.

5%

8. 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. Prefer working knowledge of agency programs, rules, and regulations.
2. Prefer working knowledge of bookkeeping and budgetary principles and practices.
3. Prefer working knowledge of personnel and labor relations policies and practices.
4. Prefer extensive knowledge of arithmetic computations.
5. Prefer extensive knowledge of composition, grammar, spelling, and punctuation.
6. Prefer ability to establish and develop written instructions and procedures.
7. Prefer ability to communicate clearly and effectively both orally and in writing.
8. Prefer ability to instruct, guide, and train others.

Employment Conditions

1. Successful completion of a background investigation.

Position Marketing Statement

IDOT is seeking to hire an Executive Secretary I for the Bureau of Business Services. Under direction of the Financial Services Section Chief, this position performs 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.

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

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Finance & Administration/Bureau of Business Services

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