

Job Title: OFFICE COORDINATOR , OPT 2 - IPR#45755

Agency : Department of Transportation

Closing Date/Time: 10/18/2022

Salary: \$3,741 - \$4,729 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 Office Coordinator.

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 Local Agency Systems and Services Chief this position performs duties including composing and keyboarding correspondence as well as keyboarding confidential documents such as performance evaluations.

- Keyboards routine and non-routine priority correspondence and memoranda.
- Performs a variety of advanced word processing functions in accordance with departmental correspondence standards ensuring clarity and accuracy of all correspondence.
- Proofreads and edits all correspondence for content, grammar, format and punctuation.

- Coordinates work flow to and from the Local Agency Systems and Services Chief's office verifying the timely completion of functions.
- Advises the Local Agency Systems and Services Chief of concerns and notifies staff of changes and/or revisions.

25%

2. Administers and maintains a detailed, complex Sharepoint database for Bureau of Local Roads and Streets (BLRS) files including correspondence, records, plans, and other documents either received by the BLRS or originating within the bureau.

- Oversees an automated checkout system.
- Performs database maintenance to provide timely information to users.
- Prepares files for the Freedom of Information Act and/or auditor requests.

25%

3. Prepares BLRS files for microfilm in accordance with record retention schedules.

- Prepares index sheets listing the materials to be microfilmed and provides the necessary target sheets used in the microfilming process.
- Furnishes district office staff with the positive copy of the film.
- Indexes and files a copy of the negative rolls in the BLRS's files and separates the other negative roll for transfer to the state archives.
- Enters the microfilm reel number into the motor fuel tax (MFT) system.
- Prepares other BLRS record materials for microfilming according to approved procedures and in accordance with record retention schedules.

(Job Responsibilities continued)

10%

4. Ensures that files are retrieved and available in a timely manner for BLRS staff as well as personnel from throughout the department.

- Analyzes project documentation to determine if records are complete.
- Prepares and assembles various materials for mass mailings.
- Sorts and distributes BLRS mail.
- Orders office supplies.
- Lifts and carries boxes weighing up to 25 pounds.

10%

5. In the absence of the Bureau Chief of Local Roads and Streets' secretary, performs clerical support functions in BLRS workload overflow situations.

- Assists in completing functions for other section/unit staff.

5%

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

Knowledge, Skills, and Abilities

Minimum Qualifications

1. Knowledge, skill and mental development equivalent to two years of secretarial/business college, or completion of high school and two years of related office experience, or two years of independent business experience.

Preferred Qualifications

1. Prefer experience in the operation and maintenance of computerized word processing equipment.
2. Prefer working knowledge of Microsoft Word, Excel, and SharePoint.
3. Prefer extensive knowledge of office practices and procedures, grammar, spelling, and arithmetic.

Conditions of Employment

1. Successful completion of a background investigation
2. Ability to lift 25 lb. boxes in the completion of duties

Position Marketing Statement

The Illinois Department of Transportation is seeking to hire an Office Coordinator. The successful candidate, under direction of the Local Agency Systems and Services Chief, performs a wide variety of difficult and complex

technical secretarial and office support functions; and develops, modifies, and administers the SharePoint site used in the maintenance of the BLRS compressed filing system. S/He oversees the daily activities associated with the maintenance of the BLRS file room including retrieval of correspondence through the automated system, preparation of files for micro-filming, and ensuring the availability and delivery of files; oversees the assembly of mass-mailing materials; and performs clerical support duties and services for the BLRS.

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 Highways Project Implementation/Bureau of Local Roads & Streets

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