

# Job Title: OFFICE COORDINATOR, OPT 2 - IPR#45940

**Agency :** Department of Transportation

**Closing Date/Time:** 02/06/2023

**Salary:** \$3,471 - \$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](http://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

40%

1. Composes and Keyboards correspondence including confidential documents such as performance evaluations for the Section Manager.

- Keyboards routine and non-routine priority correspondence and memoranda.
- Keyboards priority and non-priority correspondence for section staff.
- Keyboards and formats Disadvantaged Business Enterprise (DBE) certification summary reports from rough drafts and edits material for content, grammar, punctuation and format accuracy.
- 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.

20%

2. Consults and advises the section manager on departmental methods, procedures and interpretations of departmental policies and programs.

- From a variety of sources gathers data and provides recommendations to assist in the decision making and in the preparation of various special reports, news releases and/or speeches.
- Conducts follow-up research for the section manager 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.
- Coordinates workflow to and from the Certification Section Manager's office verifying the timely completion of functions, advises the Bureau Chief of concerns and notifies staff of changes and/or revisions.

### **(Job Responsibilities continued)**

20%

3. As section receptionist greets visitors, receives incoming calls for staff and directs callers to the proper individuals.

- Provides general information on departmental regulations and procedures.
- Provides applications/directories as requested.
- Receives and distributes the general mail.
- Files certified receipts.
- Arranges hotel reservations/transportation for staff.

15%

4. Maintains database for certified mail.

- Maintains filing/tickler system for the Certification Section.

5%

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

## **Knowledge, Skills, and Abilities**

### **Minimum Qualifications**

1. Requires knowledge, skill and mental development equivalent to two (2) years of secretarial/business college, **OR**
2. Completion of high school and two (2) years related office experience, **OR**
3. Two (2) years of independent business experience.
4. Requires ability to keyboard accurately at 30 wpm.

### **Preferred Qualifications**

1. Prefer extensive knowledge of office practices, procedures and programs.
2. Prefer extensive knowledge of composition, grammar, spelling and punctuation.
3. Prefer ability to follow oral or written instructions.
4. Prefer ability to operate commonly used manual and automated office equipment and perform routine maintenance.

## **Condition of Employment**

1. Successful completion of a background investigation.

## **Position Marketing Statement**

The Illinois Department of Transportation is seeking to hire an Office Coordinator. The successful candidate, under the director of the Certification Section Manager, will perform a wide variety of difficult and complex technical secretarial and office support functions. The successful candidate will serve as secretary to the Section Manager. S/He will maintain certification database from which reports are created for distribution and maintain certification files.

**Work Hours:** 8:00 - 4:30 Monday - Friday

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

**Office:** Office of Business and Workforce Diversity/Bureau of Small Business Enterprises

**Agency Contact:** DOT.CONTACTHR@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](http://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](http://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](http://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](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)