

Job Title: EXECUTIVE SECRETARY II - OPT. 2 (UPWARD MOBILITY) (TYPING) - IPR#46150

Agency : Department of Transportation

Closing Date/Time: 01/26/2023

Salary: \$4164 - \$5982 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 II, Option 2.

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. Performs secretarial duties for the Bureau Chief of Business Services.

- Prepares correspondence received from the bureau chief.
- Keyboards letters, memos, and reports.
- Prepares non-routine correspondence on own initiative.
- Attends and participates in various staff meetings.
- Documents and reviews minutes for accuracy.

- Follows-up with initiating any necessary actions on behalf of the bureau chief.

20%

2. 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.
 - Transfers inquiries of highly technical nature to appropriate bureau personnel for resolution.
 - Takes messages.

(Job Responsibilities continued)

20%

3. 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.

20%

4. 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 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 and procedures regarding outgoing correspondence, reports, and typed materials.
 - Maintains attendance records for the bureau staff.

(Job Responsibilities continued)

5%

5. Records appointments and correspondence to the bureau chief, reminds him/her of upcoming appointments and meetings and ensures the necessary correspondence, reports, and materials for the meetings 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 their return.
 - Places priorities for calls and mail to be brought to the bureau chief's attention and maintains an orderly reference file for correspondence retrieval.

5%

6. Reviews file indexing of office records verifying accurate filing.
 - Maintains selected bureau files pertaining to correspondence status.
 - Orders office supplies through the departmental warehouse, or when special orders are appropriate, through the Department of Central Management Services' approved vendors.

5%

7. Serves as backup to answer the department's main phone line during absence or vacancy of clerical staff in the Office of Communications.

5%

8. 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 completion of two (2) years of secretarial or business college and two (2) years of secretarial experience OR
2. Completion of high school and four (4) years of secretarial experience.
3. Requires ability to keyboard accurately at 55 wpm.

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:

1. Prefers working knowledge of agency programs, rules and regulations.
2. Prefers working knowledge of personnel and labor relations policies and practices.
3. Prefers thorough knowledge of the principles of office management.
4. Prefers thorough knowledge of manual and automated office equipment.
5. Prefers extensive knowledge of computer program applications.
6. Prefers ability to instruct, guide and train others.
7. Prefers ability to communicate clearly and effectively both orally and in writing.

Conditions of Employment

1. Requires successful completion of a background investigation.

Position Marketing Statement

The Illinois Department of Transportation is seeking to hire an Executive Secretary II for the Bureau of Business Services. The successful candidate will, under general direction of the Bureau Chief of Business Services, perform 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.

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

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

Work Office: Office of Finance and Administration, Bureau of Business Services

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Clerical and Administrative Support

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