



State of Illinois  
Illinois Department of Transportation

# High Need Titles

Search for Jobs: [www.illinois.jobs2web.com](http://www.illinois.jobs2web.com)

Title	Minimum Requirements
<b>Highway Maintainer</b>	Completion of high school, Class A CDL, 1 year driving experience free of revocation
<b>Highway Maintenance Lead Worker</b>	Completion of 2 years of high school and 2 years' experience of highway or maintenance work.
<b>Heavy Construction Equipment Operator</b>	Completion up to eighth grade graduation, 2 years' experience operating highway construction equipment, 1 year driving experience free of revocation.
<b>Bridge Tender</b>	Completion up to 4 years of elementary school and 1-year general mechanical experience.
<b>Bridge Mechanic</b>	Valid driver's license, ability to travel, and 2 years related mechanical/electrical experience.
<b>Deck Hand</b>	Completion of 8 years of elementary school and elementary knowledge of: boat, ferry, and river traffic regulations.
<b>Ferry Operator I</b>	Completion of high school, and valid license to serve as Master on vessels of greater than 95 gross registered tons or Master of towing vessels of greater than 95 gross registered tons upon oceans, near coastal, inland, Great Lakes, western rivers, Illinois River, or a limited geographic area. Credential limited to the Kampsville or Brussels Ferry, issued by the U.S. Coast Guard.
<b>Ferry Operator II</b>	Completion of high school, and 2 years of experience in operation/maintenance of maritime equipment including a ferryboat. Requires valid drivers license to serve as Master on vessels of greater than 95 gross registered tons or Master of towing vessels of greater than 95 gross registered tons upon oceans, near coastal, inland, Great Lakes, western rivers, Illinois River, and Mississippi River.
<b>Storekeeper I</b>	Completion of high school and 1 year in the keeping of stores and stores records.
<b>Storekeeper II</b>	Completion of high school and 2 years in the keeping of stores and stores records.
<b>Storekeeper III</b>	Four years high school and two years supervisory experience in the keeping of stores and stores records.
<b>Automotive Mechanic</b>	Completion of high school, or coursework in vehicle repair/maintenance, or completion of an approved training course. Experience to qualify as a skilled mechanic.
<b>Automotive Shop Supervisor</b>	Requires knowledge, skill, and mental development equivalent to completion of four years high school. Requires three years' experience as an automotive mechanic.
<b>Heavy Construction Equipment Operator</b>	Completion of high school and 2 highway construction work experience.
<b>Highway Construction Supervisor I</b>	High school degree, and 2 years of supervisory experience in building/highway construction work.
<b>Highway Construction Supervisor II</b>	Completion of high school and 2 years of supervisory experience in building and or highway work.
<b>Laborer Maintenance</b>	Completion of 8 years of elementary school, no experience required.
<b>Maintenance Worker</b>	No formal education but requires 6 months experience in the maintenance of highways, buildings, grounds, waterways, and or related fields.
<b>Silk Screen Operator</b>	Requires 1 year sign shop experience, working knowledge of stencil positioning and correct painting.





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<b>Account Tech I</b>	Requires knowledge, skill and mental development equivalent to completion of two years of college and completion of an approved training course or three years of related clerical bookkeeping experience.
<b>Admin Assistant I</b>	Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program.
<b>Automotive Mechanic</b>	Requires knowledge, skill and mental development equivalent to completion of four years of high school, or coursework in vehicle repair and maintenance, or completion of an approved training course. Requires experience necessary to qualify as a skilled mechanic. Some positions may require a valid Commercial Driver's License (CDL) – Class B or higher class of driver's license.
<b>Executive Secretary I</b>	Requires knowledge, skill and mental development equivalent to completion of two years of secretarial or business college and one year of secretarial experience or completion of high school and three years of secretarial experience. Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this classification.
<b>Office Admin Specialist</b>	Requires knowledge, skill and mental development equivalent to two years of secretarial/business college and two years of office experience, or completion of high school and four years of office experience, or four years of independent business experience. Qualifying state employees, in the employee Upward Mobility Program, may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class.
<b>Office Assistant</b>	Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience.



For more information, contact the  
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