

Supplementary Examination Announcement

EXECUTIVE SECRETARY II - 14032

Option 2 – Typing

Option SS2 – Spanish Speaking (Typing)

Option 3 – Dictation

Select options of your choice.

*Monthly Salary Range: \$3647 - \$5342

*The rate of pay may vary for certain specified areas where negotiated rates have been established.

General duties: An Executive Secretary II performs administrative secretarial work for the manager of an agency's medium program; or performs secretarial work for the manager of an agency's major program; prepares and/or types documents which have an impact on program policies and procedures as well as collective bargaining issues; may supervise staff engaged in lower level office support functions.

Desirable training and experience: Two years of secretarial or business college plus two years of secretarial experience; or completion of high school, plus four years of secretarial experience; or equivalent training and experience.

Knowledges tested: English usage, Public relations, Office practices, Reading comprehension, Filing, Supervision.

Tests and Weights: Automated multiple-choice test 100%. The final examination grade will be based on the results of the automated multiple-choice test. However, all candidates must demonstrate ability to type from copy at a minimum net rate of 55 words per minute. Options 3 and S3 also require that the candidate demonstrate ability to take dictation at 80 words per minute.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of Eligibility: One year.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

Equipment for Performance Test: Typing and dictation tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers. Candidates desiring to use stenotype machines for the dictation test are required to furnish their own stenotype machines.

Option SS2 – Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Counties in which Option 2 positions are established: Cook (SS), DuPage, Lake, LaSalle, Lee, Morgan, Peoria, Sangamon (SS), Schuyler, Tazewell, Union, Will, Williamson.

Counties in which Option 3 positions are established: Cook, Kane, Morgan, Sangamon.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.