

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**AUTO SERVICE MECHANIC**

**Position Code: K1100**

**DISTINGUISHING FEATURES OF THE CLASS**

Under direct supervision, performs skilled mechanical work in the maintenance and repair of automotive and other standard equipment used by the Secretary of State's Motor Pool, employing standard trade practices and procedures well established in automotive repair shops.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Repairs and reconditions automobiles driven by Secretary of State employees.
2. Tunes engines, grinds valves, sets tappets and push rods; repairs main or connecting rod bearings, repairs transmissions, universal joints and differentials; repairs lights, carburetors and brakes; balances and aligns wheel; repairs armatures, generators and starters; checks and repairs bodies and fenders.
3. Keeps shop records of job orders.
4. Operates diagnostic testing equipment to discover mechanical problems and service vehicles equipped with pollution control systems.
5. May respond to disabled motor pool vehicles.
6. May perform welding or simple blacksmithing.
7. Performs other duties as required or assigned; such as pumping gas or checking oil.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years of high school, and one year experience as a skilled mechanic, ASE (Automotive Service Excellence) certified mechanics preferred.

**Knowledge, Skills and Abilities**

Requires skill in use of tools and machinery employed in motor repairs and adjustment.  
Requires ability to weld and do simple blacksmith operations.  
Requires ability to make work activity reports.  
Requires skill and ability to follow and understand written or oral instructions.  
Requires possession of a valid Illinois driver's license.

**AUTO SERVICE MECHANIC (Continued)**

Effective Date of Classification – July 11, 1978

Date of Last Revision – December 19, 2012

**EXAMINATION INFORMATION**

Tests and Weights:                      Education and Experience, 100%

Length of Eligibility:                    1 year