

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

**AUTOMOTIVE ATTENDANT**

**Position Code: K1150**

**DISTINGUISHING FEATURES OF THE CLASS**

Under direct supervision, performs unskilled manual work in the routine servicing of state-owned or operated automotive equipment.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Provides motor pool vehicles to employees utilizing Secretary of State Motor Pool Vehicles assigning cars, keys and credit cards.
2. Services automobiles with gasoline, oil, water and antifreeze; checks battery, radiator, oil and various fluid levels; cleans windows and lights; checks antifreeze level and tires for proper air pressure and wear; washes and polishes automobiles.
3. Conducts simple and routine inspection of the supply and condition of servicing materials and related dispensing devices and equipment; keeps routine inventory records.
4. Makes estimates of stock needs; consults with supervisor as to changes in inventory levels; may contact vendors as required for procurement of needed materials and supplies; may approve invoices for payment or make direct payment for services or goods through petty cash fund.
5. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of eight years of elementary school and elementary knowledge of gas station attendant work.

**Knowledge, Skills and Abilities**

Requires ability to check gas, oil and water of automotive equipment.

Requires ability to keep inventory records.

Requires ability to maintain satisfactory working relationships with other employees and the users of automotive motor pool equipment.

Requires possession of a valid Class Illinois driver's license relative to specific duties and responsibilities assigned to the position

Requires possession of a valid Illinois driver's license.

**AUTOMOTIVE ATTENDENT (Continued)**

Approved by the Secretary of State Merit Commission – May 11, 2005  
Effective – May 11, 2005

**EXAMINATION INFORMATION**

Tests and Weights:                      Education and Experience, 100%

Length of Eligibility:                    1 year