

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

AUTOMOTIVE BODY SPECIALIST

Position Code: K1160

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, performs tasks to ensure the matching of vehicle identification numbers, employing standard trade practices and procedures well established in automotive body repair shops enabling the Secretary of State to enforce applicable portions of the Illinois Vehicle Code relative to rebuilt autos.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Inspects rebuilt autos ensuring matching vehicle identification numbers series, including but not limited to the removal and replacement of hoods, doors, quarter panels, grills, shells, bumpers and frames of all makes of cars and trucks.
2. Maintains shop records of job orders prepares standard reports.
3. Practices safety measures such as proper use, maintenance and storage of tools and related equipment; observes standards of safety and cleanliness within the shop.
4. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school and one year of experience in auto body repair work or closely related experience.

Knowledge, Skills and Abilities

Requires extensive knowledge of the removal and replacement of fenders, door panels and miscellaneous.

Requires extensive knowledge of methods and practices followed in auto and body repair work.

Requires ability to use various hand and power tools and equipment appropriate to the work.

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

Requires the ability to complete work in a timely and efficient manner.

Requires the ability to complete routine reports.

AUTOMOTIVE BODY SPECIALIST (Continued)

Approved by the Secretary of State Merit Commission - September 18, 1984
Effective - April 16, 1985

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year