

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

AUTO PARTS AUDITOR

Position Code: K1162

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, conducts intensive and in-depth audits of records pertaining to vehicles and vehicle parts maintained by auto scrap processors, rebuilds, repairers, salvage yards or other similar commercial establishments in accordance with state statutes, administrative regulations and department general orders and policies.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Conducts on-site randomly selected audits of records pertaining to vehicles and vehicle parts at auto scrap processors, rebuilds, repairers, salvage yards or other similar commercial establishments to determine compliance with applicable laws, rules, regulations and established departmental policies; physically inspects vehicles and vehicle parts on the premises and compares appropriate data to records maintained by the establishment; verifies license compliance.
2. Prepares completed audit reports, logs and documents necessary to complete assigned work tasks.
3. Provides investigative information and intelligence to sworn Secretary of State Police Auto Theft Units, special auto theft task forces and other law enforcement agencies.
4. Tracks the routes of illegal parts and vehicles; identifies sellers/recipients of stolen parts and/or vehicles; tracks salvage certificates and salvage vehicles statewide.
5. Operates radio communications equipment, assigned vehicles and other equipment necessary to complete job assignments.
6. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires equivalent to completion of four years high school and one year of technical experience preferably including auditing of records maintained by others or one year of clerical experience in a law enforcement work environment or any equivalent combination of training and experience.

AUTO PARTS AUDITOR (Continued)

Knowledge, Skills and Abilities

Requires working knowledge of office practices and procedures.

Requires elementary knowledge of the Illinois Vehicle Code as it relates to dealer audits.

Requires ability to profit from and complete on-the-job training on auto parts auditing techniques and procedures and formal classroom training in first aid, CPR, report writing, radio operations, communications as related to dealer audits and general public relations.

Requires ability to work as part of a team.

Requires ability to receive and understand verbal instructions or orders.

Requires ability to effectively communicate and interact positively with fellow employees and citizens.

Requires ability to legibly and accurately document hand written reports and to prepare clear, accurate and complete reports, logs and documents of assigned activities.

Requires ability to identify and/or describe vehicles/objects at a reasonable distance including colors.

Requires ability to understand, interpret and apply applicable department policy, rules and regulations.

Requires willingness to travel to commercial establishment locations to conduct assigned audits.

Requires sufficient physical ability to open vehicle doors, hoods, deck lids, etc., of vehicles to be inspected.

Requires sufficient manual dexterity to operate required equipment including communications related hardware for all or any spontaneous, prolonged periods of activity as the job assignments demand.

Requires possession of a valid Illinois driver's license.

Approved by the Secretary of State Merit Commission - July 19, 2006

Effective - July 19, 2006

EXAMINATION INFORMATION

Tests and Weights: Written test

Length of Eligibility: 1 year