

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

AUTO PARTS AUDITOR SUPERVISOR

Position Code: K1163

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, plans, organizes, supervises and evaluates Auto Parts Auditors engaged in conducting 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. Plans, organizes, supervises and evaluates Auto Parts Auditors in an assigned geographical area of the state engaged in conducting 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; participates in the conduct of audits.
2. Prepares and reviews completed audit reports, logs and documents necessary to complete audits in the assigned area.
3. Coordinates field audit activities with other management staff in the department including sworn personnel; 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. Supervises the tracking of the routes of illegal parts and vehicles; identifies sellers/recipients of stolen parts and/or vehicles and the tracking salvage certificates and salvage vehicles statewide.
5. Exercises responsibility for staff development, procurement of supplies and equipment, evaluation of staff and recommendations concerning personnel actions for subordinates.
6. Operates radio communications equipment, assigned vehicles and other equipment necessary to complete job assignments.
7. Performs other duties as required or assigned.

AUTO PARTS AUDITOR SUPERVISOR (Continued)

REQUIREMENTS:

Education and Experience

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

Knowledge, Skills and Abilities

Requires extensive knowledge of office practices and procedures.

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

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

Requires ability to supervise and evaluate subordinate staff.

Requires ability to prepare reports and correspondence as may be required by management staff.

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, subordinates 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 audits or to supervise audit activities.

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

Requires sufficient manual dexterity to operate requires 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 - April 8, 1992

Effective - April 16, 1992

EXAMINATION INFORMATION

Tests and Weights: Written test

Length of Eligibility: 1 year