

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

DRIVERS LICENSE HEARING OFFICER

Position Code: K3150

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, performs responsible investigative and technical work in the conduct of informal conferences with applicants seeking driving privileges; makes recommendations to grant or deny driving relief.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Conducts informal conferences with applicants seeking restricted driving permits or reinstatement of driving privileges involving revocation or suspension; conducts show-cause accident cases; gathers all pertinent information from applicant necessary to recommend disposition of the case or obtain probationary license; prepares reports on conference findings and recommended disposition of the case.
2. Explains applicable portions of the Illinois Vehicle Code to applicants seeking driving privileges; assists applicants with problems in such areas as safety and financial responsibility, commercial permits, unpaid traffic violations, alcohol/drug service providers, etc.; assists applicants in coming into compliance with the law in relation to reinstatement of driving privileges or obtaining driving relief.
3. Conducts consultations with applicants in regard to specific requirements of the alcohol/drug intervention program to include: requirements of the program, remedial education and alcohol assessment information.
4. Prepares reports on daily activities and maintains files and records pertaining to consultations and conferences held, telephone calls and other public inquiries.
5. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years college, preferably with courses in public administration, business administration, counseling, communications; or two years of paraprofessional or technical experience in dealing with laws, rules and regulations pertaining to driving privileges.

DRIVERS LICENSE HEARING OFFICER (Continued)

Knowledge, Skills and Abilities

- Requires working knowledge of applicable portions of the Illinois Vehicle Code.
- Requires working knowledge of standard office practices and procedures.
- Requires working knowledge of standard English usage, grammar and composition.
- Requires ability to conduct conferences and obtain necessary and factual information.
- Requires ability to deal tactfully with the public.
- Requires ability to effectively communicate technical information both orally and in writing.
- Requires ability to prepare concise and factual reports on conference findings.
- Requires possession of a valid Illinois driver's license.

Approved by the Secretary of State Merit Commission - September 18, 1984

Effective - October 1, 1984

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year