

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

**INTERMITTENT MOTOR VEHICLE
REGULATIONS TECHNICIAN I**

Position Code: K4123

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, on an intermittent basis for a period not to exceed 1500 hours or less than 800 hours per twelve month period, performs difficult paraprofessional work in the review and analysis of files, records and documents to determine the status of driving privileges or to determine the vehicle registration enforcement action usually dealing with specific narrow portions of the Illinois Vehicle Code where statutory provisions and related procedures are well defined.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Analyzes abstracts of driving records, insurance documents, court documents, insurance company verification listings, legal documents and other pertinent information to determine action to be taken relative to the suspension, revocation, cancellation of enforcement action or reinstatement of vehicle registration or driving privileges or rescission of such actions in cases where governing laws are well defined and internal procedures are specific and well established or where the work is limited to particular case types within an area of responsibility; may perform preliminary review of cases or acceptance of documents for further action by higher level staff.
2. Provides routine technical information to the general public, medical practitioners, circuit clerks, state and federal courts, attorneys, law enforcement agencies, insurance companies, other Secretary of State operating areas or representatives of other states or state agencies concerning well-defined statutory provisions and established procedures in the area of assignment.
3. Initiates the update of driving or vehicle registration records to enter or clear suspensions, revocations, cancellations or reinstatement of privileges or to rescind such actions; initiates appropriate documents, notices and routine correspondence to implement decisions.
4. Researches, reviews and analyzes computer file interaction to identify and determine cause of errors and to implement corrective action in the vehicle or title registration system, mandatory insurance system, or to driving records.
5. Performs other duties as required or assigned which are reasonable within the scope of the duties enumerated above.

INTERMITTENT MOTOR VEHICLE REGULATIONS TECHNICIAN I (Continued)

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college. Three years of responsible clerical experience dealing with laws, rules and regulations pertaining to the removal or reinstatement of driving or vehicle registration privileges may be substituted for the college requirement.

Knowledge, Skills and Abilities

Requires working knowledge of applicable portions of Chapters 3, 6, 7 and/or 11 of the Illinois Vehicle Code.

Requires working knowledge of business English and composition.

Requires working knowledge of office practices and procedures.

Requires working knowledge of the drivers license examination procedures and Administrative Hearings Department procedures.

Requires working knowledge of insurance principles and terminology.

Requires ability to exercise independent judgment in making decisions in accordance with applicable laws and to apply proper procedures.

Requires ability to analyze difficult cases and render decisions concerning the denial or reinstatement of driving or vehicle registration privileges.

Requires ability to effectively communicate both orally and in writing.

Requires ability to deal tactfully with the public.

Requires ability to maintain a satisfactory working relationship with other employees.

Approved by the Secretary of State Merit Commission – October 17, 2007
Effective – October 18, 2007

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year