

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

INTERMITTENT PUBLIC SERVICE REPRESENTATIVE Position Code: K4136

DISTINGUISHING FEATURES OF THE CLASS

On an intermittent basis for a period not to exceed 1500 hours nor less than 800 hours per twelve (12) month period, under direct supervision, performs paraprofessional work to administer road examinations to applicants for all classes of drivers licenses; performs office clerical tasks.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Administers road examinations to applicants for all classes of drivers licenses; explains improper actions to applicants during the examination; codes applications according to examination results.
2. Serves as information clerk directing applications and public to proper areas of the facility to receive service.
3. Reviews and completes drivers license applications or motor vehicle registration or title applications for processing while gathering all pertinent information to serve the applicant.
4. Administers vision tests to drivers license applicants; codes applications according to results.
5. Administers and grades written drivers examinations; explains incorrect test responses; codes applications according to results.
6. Enters applications or other drivers license or related forms on computer terminal; reviews entry for completeness and accuracy.
7. Operates photographic equipment; prepares photo ID/drivers licenses for receipt of applicant.
8. Balances cash or checks with validation tape totals to assure that all fees are accurately accounted for; prepares deposit records or other routine financial documents necessary to process collected fees; may prepare reports on applications processed.
9. Performs cashiering functions for drivers license fees.
10. In a limited-service facility, reviews, fee checks and checks for necessary attachments the majority of types of motor

INTERMITTENT PUBLIC SERVICE REPRESENTATIVE (Continued)

Records & Reports
Alphabetic & Numerical
Filing Skills
Drivers License Application
Driving Knowledge

Length of Eligibility: 1 year