

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

INTERMITTENT TOUR GUIDE

Position Code: K4192

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 general supervision, serves as interpreter/guide of the Illinois State Capitol Building; explains the significant historical aspects of the building to groups and individuals via tours; conducts research into the history of the building, its people, and economic and political influences of the historical period through current period.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Conducts guided tours of the Illinois State Capitol Building and explains the significance of the building's historical aspects.
2. Assists supervisor in setting up yearly special events; assists in the public relations promotional program for events by the mailing out of special releases.
3. Reads, studies and researches published histories and other written documents regarding the building and related individuals to obtain information and insight into the life of the people in the building's past; incorporates information into the interpretive/guide program.
4. May occasionally provide on-the-job guidance and direction to building staff.
5. On a rotating basis, greets the visiting public; registers groups; directs the flow of visitor traffic; records visitor attendance; may require working weekends and holidays.
6. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school or one year interpretive/guide experience.

Knowledge, Skills and Abilities

Requires elementary knowledge of interpretive/guide techniques.
Requires elementary knowledge of Illinois history.
Requires elementary knowledge of historical research methods.

INTERMITTENT TOUR GUIDE (Continued)

Requires ability to prepare reports and keep records.

Requires ability to communicate effectively with groups and local organizations, to meet the public courteously and answer questions in a tactful manner.

Approved by the Secretary of State Merit Commission - November 8, 1989

Effective - November 16, 1989

EXAMINATION INFORMATION

Tests and Weights: Written Test, 100%

Knowledge Tested: Public Relations
 Work Relations
 Office Methods & Procedures
 English Usage
 Vocabulary
 Public Speaking

Length of Eligibility: 1 year