

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

INTERMITTENT TRANSPORTATION SPECIALIST

Position Code: K4195

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 direction, operates a state-owned van to deliver materials on a mail run or for transportation of handicapped employees to and from work location; arranges for maintenance and upkeep of vehicle; loads and unloads assigned vehicle.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Loads mail, payroll warrants, equipment, supplies and cargo to van or truck; assists handicapped passengers on and off van.
2. Operates the "Pony" van, "Handicapped" van, trucks, loading or unloading equipment delivering mail, supplies, payroll warrants, passengers or other cargo to designated destination.
3. Inspects vehicle to insure proper operating conditions including lights, brakes, tires; arranges for maintenance and upkeep on a scheduled or emergency basis.
4. May pump gas and service state-owned vehicles.
5. May sort and/or prepare mail and materials for pick-up by U.S. Post Office or delivery to office locations.
6. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of elementary school and two (2) years experience involving the transport of goods or personnel via automobile, truck, van, bus or related mode of transportation.

Knowledge, Skills and Abilities

Requires possession of a valid Illinois driver's license, the type of license shall be determined by the individual positions within the class

Requires ability to check gas, oil, water, and tires of automotive equipment

Requires physical condition sufficient to load and unload van or truck

Requires working knowledge of the location of various state offices
INTERMITTENT TRANSPORTATION SPECIALIST (Continued)

Requires ability to maintain effective working relationships with other employees
Requires ability to operate mechanical equipment related to loading and unloading vehicles

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year

Established - April 9, 1985

Revised - December 16, 2009