

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

**MOTOR CARRIER RECIPROCITY/PRORATE AUDITOR    Position Code: K6300**

**DISTINGUISHING FEATURES OF THE CLASS**

Under administrative direction, audits the mileage records of carriers and companies whose vehicles are registered to use the highways of the State of Illinois for inter and/or intra-state commerce; interprets and utilizes the rules, regulations and statutes pertaining to the registration of such vehicles; assists in training of novice auditors.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1.     Reviews and examines the mileage records of carriers and companies located throughout the United States and Canada who register vehicles with the State of Illinois under reciprocity, proration, apportionment and/or mileage weight tax laws in accordance with office policies and procedures.
2.     Prepares and submits complex audit reports to the Accounting Revenue Department, Reciprocity/Prorate Audit Division to determine if carrier or company is properly registered to operate vehicles on Illinois Highways; verifies the correct fees have been paid to Illinois and to other affected jurisdiction if registered under the International Registration Plan at the time of registration.
3.     Assists in the training of novice auditors.
4.     Performs other office and auditing duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to four years of college preferably with coursework in accounting, business administration, bookkeeping or a related field and two years of related professional experience.

**Knowledge, Skills and Abilities**

Requires extensive knowledge of Illinois Reciprocity/Prorate laws, rules and regulations.

Requires working knowledge of the principles and concepts of financial auditing and accounting.

Requires the ability to examine mileage records of carriers and companies whose vehicles are registered with the State of Illinois and to prepare clear and accurate complex audit reports.

Requires ability to train and direct novice auditors.

## **MOTOR CARRIER RECIPROcity PRORATE AUDITOR (Continued)**

Requires the ability to express ideas clearly and accurately both orally and in writing.  
Requires possession of a valid Illinois driver's license.  
Requires willingness to travel extensively throughout the United States and Canada.

Established – March 16, 1983

Revised – October 19, 2006

### **EXAMINATION INFORMATION**

Tests and Weights:                      Education and Experience, 100%

Length of Eligibility:                    1 year