

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

MOTOR VEHICLE REGULATIONS TECHNICIAN II

Position Code: K6521

DISTINGUISHING FEATURES OF THE CLASS

Under direction, performs a variety of complex paraprofessional work in the review and analysis of files, records and documents to determine the status of driving privileges or to determine the registration enforcement action in accordance with applicable portions of the Illinois Vehicle Code where statutory provisions are ambiguous or require interpretation and exercise of discretion and independent judgment.

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 ambiguous or require the exercise of discretion and independent judgment or where the work involves a wide variety of case types in an area of responsibility.
2. Provides intricate 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 unclear statutory provisions and complex internal procedures requiring extensive interpretation and explanation.
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; authorizes the issuance or re-issuance of information to obtain a license or vehicle registration records. Initiates appropriate documents, notices and complex technical correspondence to implement decisions or explain actions necessary to obtain driving or vehicle registration privileges.
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.

MOTOR VEHICLE REGULATIONS TECHNICIAN II (Continued)

5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college and one year of technical experience in dealing with laws, rules and regulations pertaining to the removal or reinstatement of driving or vehicle registration privileges. Four years of related technical experience dealing with driving or vehicle registration privileges may be substituted for the college requirement.

Knowledge, Skills and Abilities

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

Requires thorough knowledge of business English.

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

Requires thorough knowledge of insurance principles and terminology.

Requires working knowledge of office practices and procedures.

Requires working knowledge of the basic procedures of the judicial process and ability to interpret intent of rulings relating them to administration of the Illinois Vehicle Code and regulations and policies of the Office.

Requires ability to exercise responsible, independent judgment in making decisions in accordance with applicable laws and to interpret and 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 effectively compose and dictate tactful correspondence explaining technical matters in a clear and non-technical manner.

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 - March 10, 1993

Effective - March 16, 1993

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%