

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

SAFETY & FINANCIAL RESPONSIBILITY HEARING OFFICER Position Code: K7700

DISTINGUISHING FEATURES OF THE CLASS

Under direction, performs responsible investigative and technical work in the review of safety and financial responsibility cases certified to the Office of the Secretary of State by the Department of Transportation; conducts hearings in safety and responsibility cases to determine disposition of driving privileges in accordance with the Law of Evidence and the Safety and Financial Responsibility Laws, Rules and Policies.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Screens case files to determine those cases for which a safety and financial responsibility hearing is necessary and to eliminate cases where the uninsured motorist is clearly not at fault; reviews accident reports completed by the motorist and by law enforcement agencies.
2. Conducts hearings involving uninsured motorists to determine fault based on evidence and direct examination; renders decisions as to whether the license and registration of involved parties should be suspended; formulates questions, assures that witnesses are properly sworn, advises parties of rights and renders rulings on motions such as motions to dismiss or suspend, suspend or stay or to take the matter under advisement; rules on requests for continuances by motion at the hearing or by phone or written motion; responds to questions from parties and explains rulings made.
3. Responds to various technical and general written or phone inquiries regarding the conduct and scheduling of hearings, releases or other matters pertaining to the laws, rules and regulations pertinent to the safety and financial responsibility function.
4. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college preferably with courses in public or business administration or one year of paraprofessional

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or technical experience in dealing with safety and financial responsibility laws, rules and regulations.

Knowledge, Skills and Abilities

Requires working knowledge of applicable portions of the Illinois Vehicle Code pertaining to safety and financial responsibility.

Requires working knowledge of standard office practices and procedures.

Requires elementary knowledge of the Law of Evidence.

Requires ability to conduct a formal hearing and obtain necessary and factual information.

Requires ability to deal tactfully with the public and attorneys.

Requires ability to effectively communicate both orally and in writing.

Requires ability to determine if there has been any violation of securities law.

Requires ability to prepare concise and factual reports on hearings or case review findings.

Requires possession of a valid Illinois drivers license.

Approved by the Secretary of State Merit Commission - November 15, 1977

Effective - November 16, 1977

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year