

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

TELETYPE OPERATOR

Position Code: K9130

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, operates teletype equipment involved in maintaining 24-hour a day, 7-day a week teletype and telephone service to furnish federal, state and local law enforcement agencies with information regarding drivers license or vehicle data; assembles requested data and transmits responses expeditiously.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Receives teletype and telephone hot-line inquiries from federal, state and local law enforcement agencies regarding drivers license, vehicle registration, vehicle identification, license plates and title information.
2. Researches and verifies information by use of CRT, microfiche, soundex, reader printer and other office equipment and files; operates teletype or telephone to transmit available information or advice of proper authorities to contact for requested information; takes appropriate action to initiate trace of unavailable information.
3. Transmits administrative messages to various law enforcement personnel concerning license plate sales and expirations to designated terminals.
4. Maintains LEADS Operating Manual and information bulletins, NLETS ORI Directory of all out-of-state terminals, and information relating to the policies, procedures and rules of the Office of the Secretary of State.
5. Performs routine maintenance and upkeep of teletype equipment; contacts appropriate sources for maintenance and mechanical difficulties; insures proper supplies available for operation of teletype equipment.
6. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires one year of clerical experience in a public or private organization preferably including the operation of teletype equipment.

Knowledge, Skills and Abilities

