

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

**TOUR GUIDE**

**Position Code: K9160**

**DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, serves as interpreter/guide of the Illinois State Capitol Building; explains the significant historical aspects of the building to groups and individuals via tours; conducts research into the history of the building, its people, and economic and political influences of the historical period through current period.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Conducts guided tours of the Illinois State Capitol Building and explains the significance of the building's historical aspects.
2. Assists supervisor in setting up yearly special events; assists in the public relations promotional program for events by the mailing out of special releases.
3. Reads, studies and researches published histories and other written documents regarding the building and related individuals to obtain information and insight into the life of the people in the building's past; incorporates information into the interpretive/guide program.
4. May occasionally provide on-the-job guidance and direction to building staff.
5. On a rotating basis, greets visiting public; registers groups; directs the flow of visitor traffic; records visitor attendance; may require working weekends and holidays.
6. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years high school or one year interpretive-guide experience.

**Knowledge, Skills and Abilities**

Requires elementary knowledge of interpretive/guide techniques.  
Requires elementary knowledge of Illinois history.

**TOUR GUIDE (Continued)**

Requires elementary knowledge of historical research methods.  
Requires ability to prepare reports and keep records.  
Requires ability to communicate effectively with groups and local organizations, to meet the public courteously and answer questions in a tactful manner.

Approved by the Secretary of State Merit Commission - November 8, 1989

Effective - November 16, 1989

### **EXAMINATION INFORMATION**

Tests and Weights:                      Written Test, 100%

Knowledge Tested:                      Public Relations  
    Work Relations  
    Office Methods & Procedures  
    English Usage  
    Vocabulary  
    Public Speaking

Length of Eligibility:                  1 year