

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

TRANSPORTATION SPECIALIST

Class Code: K9300

DISTINGUISHING FEATURES OF THE CLASS

Under direction, operates state-owned vehicles to deliver materials on mail runs to and from work locations; delivers passengers or other cargo to designated locations; arranges for maintenance and upkeep of vehicle; loads and unloads assigned vehicle.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Operates state-owned vehicle to make deliveries.
2. Loads and unloads equipment, delivers mail, supplies, payroll warrants, passengers or other cargo to designated locations.
3. Inspects vehicle to ensure proper operating conditions including lights, brakes, tires, oil; etc. arranges for maintenance and upkeep on a scheduled or emergency basis.
4. May pump gas for state-owned vehicles.
5. May sort and/or prepare mail for pick-up by U.S. Post Office or delivery to office locations.
6. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of elementary school and two (2) years experience involving the transport of goods or personnel via automobile, truck, van, bus or related mode of transportation.

TRANSPORTATION SPECIALIST (Continued)

Knowledge, Skills and Abilities

Requires possession of a valid Illinois driver's license, the type of license shall be determined by the individual positions within the class

Requires ability to check gas, oil, water, and tires of automotive equipment

Requires physical condition sufficient to load and unload van or truck

Requires working knowledge of the location of various state offices

Requires ability to maintain effective working relationships with other employees

Requires ability to operate mechanical equipment related to loading and unloading vehicles

EXAMINATION INFORMATION

Tests and Weights: Training and Experience, 100%

Length of Eligibility: 1 year

Effective – April 1, 2003

Revised – December 16, 2009