

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

TRANSPORTATION SPECIALIST–COMMERCIAL DRIVERS LICENSE (CDL)

Position Code: K9305

DISTINGUISHING FEATURES OF THE CLASS

Under direction, operates state-owned vehicles, including tandem trucks requiring Class A or B Commercial Drivers License (CDL) with Air Brakes Certification to deliver materials on mail runs or for delivery of equipment and supplies or passengers to and from work locations; arranges for maintenance and upkeep of vehicle; loads and unloads assigned vehicle.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Operates state-owned vehicles, including tandem trucks requiring a Class A or B, Commercial Drivers License (CDL) with Air Brakes Certification.
2. Loads or 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 completion of eight years of elementary school and two (2) years experience involving the transport of goods or personnel utilizing a commercial motor vehicle.

TRANSPORTATION SPECIALIST–COMMERCIAL DRIVERS LICENSE (CDL)
(Continued)

Knowledge, Skills and Abilities

Requires possession of a valid Class A or B Illinois Commercial Drivers License (CDL) with air brakes certification.

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

Requires physical condition sufficient to load and unload tandem 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.

Established – April 1, 2003

Revised – October 1, 2011

EXAMINATION INFORMATION

Tests and Weights: Training and Experience, 100%

Length of Eligibility: 1 year