

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

PUBLIC SERVICE CLERK

Position Code: KT380

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, performs a variety of clerical tasks in rendering service to the public in obtaining or retaining driving privileges and in the registration and titling of motor vehicles in the State of Illinois in a Vehicle Services or Driver Services Facility.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Serves as information clerk directing applicants and public to proper areas of the facility to receive service.
2. Reviews and completes drivers license applications or motor vehicle registration or title applications for processing while gathering all pertinent information to serve the applicant.
3. Administers vision tests to drivers license applicants; codes applications according to results.
4. Administers and grades written driver examinations; explains incorrect test responses; codes applications according to results.
5. Enters applications or other drivers license or related forms on computer terminal; reviews entry for completeness and accuracy.
6. Operates photographic equipment; prepares photo ID/drivers licenses for receipt of applicant.
7. Balances cash or checks with validation tape totals to assure that all fees are accurately accounted for; prepares deposit records or other routine financial documents necessary to process collected fees; may prepare reports on applications processed.
8. Performs cashing functions for drivers license fees.
9. In a limited-service facility, reviews, for checks and checks for necessary attachments the majority of types of motor vehicle registration or title forms; accepts cash or checks for fees and prepares for final processing; issues temporary registration permits.
10. In a full-service motor vehicle facility, reviews, the checks

PUBLIC SERVICE CLERK (Continued)

Illinois Public Service Representative Test

Lingsheng Yao

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the name bar.

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Table of Contents Illinois Public Service Representative Test

1. Understanding the eBook Illinois Public Service Representative Test
 - The Rise of Digital Reading Illinois Public Service Representative Test
 - Advantages of eBooks Over Traditional Books
2. Identifying Illinois Public Service Representative Test
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Illinois Public Service Representative Test
 - User-Friendly Interface
4. Exploring eBook Recommendations from Illinois Public Service Representative Test

- Personalized Recommendations
- Illinois Public Service Representative Test User Reviews and Ratings
- Illinois Public Service Representative Test and Bestseller Lists
- 5. Accessing Illinois Public Service Representative Test Free and Paid eBooks
 - Illinois Public Service Representative Test Public Domain eBooks
 - Illinois Public Service Representative Test eBook Subscription Services
 - Illinois Public Service Representative Test Budget-Friendly Options
- 6. Navigating Illinois Public Service Representative Test eBook Formats
 - ePub, PDF, MOBI, and More
 - Illinois Public Service Representative Test Compatibility with Devices
 - Illinois Public Service Representative Test Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Illinois Public Service Representative Test
 - Highlighting and Note-Taking Illinois Public Service Representative Test
 - Interactive Elements Illinois Public Service Representative Test
- 8. Staying Engaged with Illinois Public Service Representative Test
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Illinois Public Service Representative Test
- 9. Balancing eBooks and Physical Books Illinois Public Service Representative Test
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Illinois Public Service Representative Test
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Illinois Public Service Representative Test
 - Setting Reading Goals Illinois Public Service Representative Test
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Illinois Public Service Representative Test

- Fact-Checking eBook Content of Illinois Public Service Representative Test
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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