

**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

F Rizvi



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