

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SAFETY RESPONSIBILITY ANALYST

POSITION CODE: 38910

Effective: 7-1-95

DISTINGUISHING FEATURES OF WORK:

Under general supervision, receives and inspects automobile crash report forms for insurance information; corresponds with vehicle drivers and owners to obtain missing information and to ensure compliance with the Illinois Safety Responsibility Law; answers problem correspondence, telephone inquiries and conducts personal interviews in safety responsibility processing; assumes responsibility for bringing to a conclusion correspondence, interviews, complex files and telephone inquiries.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives and inspects crash reports and correspondence with automobile drivers and initiates correspondence necessary to ensure compliance with the Illinois Safety Responsibility Law.
2. Determines amount of security deposit necessary to satisfy possible judgments obtained by personal injury or property damage claimants and certifies to the Secretary of State the names of motorists who have not proven financial responsibility.
3. Reviews unresolved safety responsibility files; makes determinations based on newly enacted laws governing safety responsibility; resolves controversies with motorists and/or their attorneys; dictates correspondence relating to said controversies and ascertains appropriate action to be taken towards either affecting the suspension of driving privileges or the restoration of driving privileges previously suspended.
4. Answers telephone inquiries received directly or transferred from the Secretary of State; conducts personal interviews with motorists, attorneys, and insurance organizations having problems relating to safety responsibility.

SAFETY RESPONSIBILITY ANALYST (Continued)

5. Conducts liaison in person or by telephone with office of the Secretary of State relating to mutual safety responsibility problems.
6. Closes files after safety responsibility questions have been resolved through correspondence or interviews.
7. Disposes of cash, checks and money orders sent in error to the safety responsibility section by motorists, insurance carriers and attorneys.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school.

Requires three years progressively responsible clerical experience.

Knowledges, Skills and Abilities

Requires thorough knowledge of the Illinois Safety Responsibility Law and other statutes affecting its application.

Requires ability to aid other employees in established procedures relating to the administration of the safety responsibility law.

Requires ability to maintain positive working relationships with other employees and contacts with the public.

Requires ability to evaluate, in accordance with adopted standards, the extent personal injuries and property damage from written reports and supplementary data.

Requires ability to conduct interviews and correspondence in complicated cases with the public, attorneys, public officials and insurance companies.