**Section 1440.240 Unlicensed Assistants**

a) An unlicensed assistant shall include, but not be limited to, clerks, cashiers, clerical assistants, ring assistants and laborers.

b) An unlicensed assistant may, while under the direct supervision of, the sponsoring and/or managing auctioneer:

1) prepare, track and document information during the course of an auction, such as a description of the property being sold or leased, the buyer of the property, and the price bid and accepted on the property;

2) collect, accept, record and deposit moneys received from the sale or lease of property at an auction;

3) prepare, track, compute and document on forms (e.g., settlement sheets) information from the sale or lease of property at an auction and disburse funds to sellers;

4) secure and assemble documents and information for an auction contract and complete contract forms at the direction of the sponsoring and/or managing auctioneer;

5) draft and distribute advertising copy, fliers and promotional materials for an auction at the direction of the sponsoring and/or managing auctioneer;

6) perform bookkeeping activities;

7) monitor licenses and personnel files of licensed and unlicensed employees and agents;

8) acknowledge a bid from a member of the audience during the sale or lease of property at an auction and convey the bid to the auctioneer, but only the auctioneer may accept such bid for the sale or lease of property at an auction; and

9) move, handle and set up property to be sold or leased at auction at the direction of, and under the supervision of, the sponsoring and/or managing auctioneer.

c) An unlicensed assistant may not perform any activity other than those described in subsection (b) for which a license is required under the Act.

d) A non-resident employee of a vehicle dealer that is exempt from licensure under the Act and this Part, may perform the activities described in subsections (a) and (b) without requiring a license.

(Source: Amended at 35 Ill. Reg. 7358, effective April 21, 2011)