

DVS EXAMINING AND INSPECTION SPECIALIST, SENIOR

KIND OF WORK

Advanced technical driver examining and dealer/vehicle inspection lead work.

NATURE AND PURPOSE

Under limited supervision, administers driver examination tests to driver's license applicants to determine eligibility for licensure; conducts inspections of prospective and existing motor vehicle dealers to determine eligibility for licensure and compliance with regulations; inspects reconstructed vehicles to ensure legitimacy for licensure; performs related work as required. In the absence of on-site supervision, directs all the functions involved in the driver examining and renewal processes in an assigned rural or metropolitan area. This employee is required to exercise considerable discretion and some interpretation of policy in driver licensing matters.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Administers written (or oral), performance and vision examinations to driver's license applicants to ascertain whether they meet the qualifications for licensure using predetermined criteria and standardized tests.

Devises road test routes to use in the administration of driver's license performance exams using prescribed standards and taking into consideration the maneuvers that need to be evaluated.

Reviews the results of driver's license candidates' performance tests to advise candidates of both their good and unsafe driving habits through a post-test conference.

Gives driver's license-related presentations to the requesting public in order to enhance their understanding and gain their support of the functions and purposes of the driver examining program through the use of personal experience and knowledge of departmental policies and activities.

Inspects and trains prospective motor vehicle dealers to ensure they meet all the requirements for a dealer license through the use of established guidelines and customized orientation sessions.

Audits motor vehicle dealer's records to verify conformance with statutory mandates and collection of proper fees is occurring by making unannounced on-site visits and checking random transaction records.

Inspects reconstructed vehicles to verify that each individual part can be accounted for by checking special identification numbers on the parts against those contained in official documents.

Interprets and applies state statutes and department policy and procedure to ensure uniformity in driver's license test administration, motor vehicle dealer licensing and vehicle inspections.

In the absence of on-site supervision, directs and coordinates all examining, driver's licensing, and public relations activities in an assigned area so that examinations and driver's licenses/identification cards may be obtained with minimum delay.

Reviews decisions made by DVSA's/Clerks II, DVS Examining Specialists, and DVS Examining and Inspections Specialists in order to ensure uniformity and compliance with laws and regulations.

Administers special driver's license examinations and makes recommendations on granting or denying licenses so that difficult or unusual cases are resolved with a minimum amount of delay.

Maintains adequate examining facilities and an adequate inventory of supplies, uniform clothing, and equipment so that the needs of an assigned area are effectively maintained.

Acts as liaison between department and driver education personnel in order to attain cooperation and a high level of driver training.

Provides information to the public so that the public will have a better understanding and support the activities of the driver examining program.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of driver's license laws and regulations pertaining to the operation of vehicles on the state's highways and the restriction or withdrawal of the driving privilege and other measures of driver control.

Thorough knowledge of the content and proper administration of driver's license examinations.

Thorough knowledge of the functions, procedures, policies, and organization of driver examinations.

Thorough knowledge of motor vehicle dealer and salvage laws sufficient to conduct inspections of prospective and current motor vehicle dealers and salvage operations.

Knowledge of usual locations of Vehicle Identification Numbers (VINs) in order to minimize time spent on and reinforce accuracy of reconstructed vehicle inspections.

Working knowledge of modern office procedures, practices, and equipment.

Ability to:

Judge driving competency and make decisions involving difficult cases.

Make decisions relative to issuance/non-issuance of a driver's license and provide supporting justification.

Improvise when pre-established test routes cannot be utilized and alternatives must be developed.

Formulate corrective action necessary to bring motor vehicle dealers in compliance with applicable regulations including the revocation of a license.

Communicate information concerning the department's procedures and activities to varied members of the public.

Direct and review the work of examining staff in the absence of on-site supervision.

Est.: 9/64
Rev.: 10/77; 5/98
Ckd.: 10/91

T.C.: 8/73; 2/20/85
Former Title(s): Driver Evaluator I
Driver Evaluator, Supv.