

DVS EXAMINING AND INSPECTION SPECIALIST

KIND OF WORK

Technical work administering skills tests for motor vehicle operators and inspecting motor vehicle dealership facilities and records as well as motor vehicles for identification and titling purposes.

NATURE AND PURPOSE

Under general supervision, administers road tests in Class D and commercial vehicles, motorcycles, and moped to determine if applicants have the necessary level of roadway knowledge and skills to safely operate these vehicles; administers, records and reports procedures relating to the application and licensing of motor vehicle operators; inspects motor vehicle dealers to ensure compliance with Minnesota dealer license law; inspects vehicle identification numbers and salvage, reconstructed, and homemade vehicles so that title may be issued; and performs related work as required.

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

Evaluates driver's ability to safely operate a Class D or commercial vehicle, motorcycle or moped using criteria, policies, and procedures put forth by the Department of Public Safety for such evaluations.

Performs the duties of a driver examiner in a professional manner as prescribed by the Examiner's Manual.

Conducts vision screening, written, computerized, and oral examinations necessary for the correct application and licensing of motor vehicle operators and identification card applicants.

Balances cash receipts for application fees.

Reviews identification documents for authenticity and continuity in accordance with Minnesota Rules requirements.

Provides general information so that inquiries are answered correctly.

Inspects all licensed dealers and dealer license applicants to ensure that they and their facilities meet all requirements of rule and law.

Educates dealers and dealer applicants on all aspects of dealership rule and law.

Researches complaints and issues non-compliance notices for dealer infractions.

Inspects salvage and other vehicles according to the Motor Vehicle Inspection Schedule and as assigned in order to verify a match between the vehicle and accompanying forms, receipts and titles.

Manages the inspection workload to ensure maximum efficiency and minimize inconvenience to the public.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

“Minnesota Driver Examiner’s Training and Policy Manual”; Minnesota State Statutes and Rules pertaining to driver licensing, traffic regulations, motor vehicle registration, and motor vehicle dealers; Driver and Vehicle Services’ dealer and inspection manuals and guides; and all other Department manuals and literature sufficient to carry out the principal responsibilities of the position.

Basic computer operations necessary for records access.

Operations involving the use of electronic registers, computer-aided testing machines and digital imaging equipment.

Skill in:

Basic keyboarding.

Ability to:

Put nervous applicants at ease so they can give the best possible demonstration of their driving ability.

Manage personal stress associated with continuous public contact by phone and in person.

Understand, speak and write in English.

Make independent decisions based on established Department policies.

PERSONAL CHARACTERISTICS

Physical strength, endurance and agility are required to meet the daily demands of the position. The incumbent must be able to stand, walk and sit for extended periods of each eight-hour shift. The ability to lift and carry up to thirty pounds of equipment, stoop and bend many times throughout the day, get into and out of all sizes and types of motor vehicles without assistance and withstand extremes of heat and cold for lengthy periods of time while performing examining duties is necessary.

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T.C.:
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Job Code 000245, merged
into Job Code 002663