

STATE OF NEBRASKA CLASS SPECIFICATION
**MOTOR VEHICLE DRIVER LICENSING
SERVICES EXAMINER I**

EST: 4/80 – REV: 08/14
CLASS CODE: X60111

DESCRIPTION: Under general supervision of a Motor Vehicle Driver Licensing Services Assistant District Supervisor, Motor Vehicle Driver Licensing Services District Supervisor, or Motor Vehicle Driver Licensing Services Examiner II, administers a variety of driver license tests involving the application and interpretation of driver licensing laws and authorizes the issuance of driver licenses, permits and identification cards. Verifies identity of applicant and determines authenticity of governmental and other official documents. May be responsible for operations within a specific driver license examination area or office; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first classification level of two in the Motor Vehicle Driver Licensing Services Examiner class series. Positions in this class independently perform work at the full performance level. The second level of this series performs work as a lead worker over Motor Vehicle Driver Licensing Services Examiner I's.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Authorize issuance of licenses, permits, and identification cards, and issue license refusal document. Apply knowledge of federal and state laws to determine appropriate license or permit. Serve as subject matter expert to the public and applicants on information regarding driving privileges, eligibility, testing procedures, restrictions, recalls, appeal processes, and agency procedures and operations. Assist applicants with completing voter registration.

Interview and observe applicants to determine eligibility for issuance of licenses or permits by examining source documents to verify identity, immigration status, and residential address. Ensure applicants meet physical standards and other requirements.

Conduct initial and secondary analysis of identification and immigration documents and digital image photos to verify their authenticity using fraud detection tools such as ultraviolet light, magnifying glasses, and watermark scanners. Verify applicant eligibility for driver license using nationwide databases.

Create and modify driving records on motor vehicle database through Interactive System, and verify accuracy of data entry and test results. Maintain confidentiality of information and properly dispose of data forms containing personal identifiable information and notify management of suspected breaches.

Conduct testing and evaluation for commercial motor vehicle drivers. Apply Commercial Motor Vehicle Act of 1986 and state law to identify what class of commercial license is appropriate for each commercial vehicle including endorsements and restrictions. Assure applicants meet medical requirements. Administer pre-trip inspection test where applicant identifies engine and structural components of vehicle, as well as the basic control skills and road tests to evaluate performance on prescribed criteria.

Administer automobile road tests to applicants including drivers who have been recalled, are new, inexperienced, dangerous, and have physical restrictions. Ensure the required vehicle equipment is functioning properly; instruct applicants on procedures for taking the test; observe and evaluate applicant performance.

Set up motorcycle testing course and administer skill tests. Ensure applicants possess proper safety gear and instruct on testing protocols, observe and evaluate applicant's performance.

Oversee office operations including opening and closing the station, preparing readiness of facility and equipment; ensure testing stations and equipment are secure and operational. Perform minor maintenance of facility, resolve office and facility issues, and act as liaison with county officials and courthouse employees. Complete inventory review and order and restock supplies to ensure uninterrupted service. Analyze and perform troubleshooting for equipment coordinating solution through main help desk and vendors.

Conduct on the job training and mentoring for new examiners, recommend additional and/or remedial training and advancement to independent examiner status. Complete progress reports and discuss with new examiners.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Ability to: lift, carry, and roll up to 50 pounds of testing and office equipment; tear down and pack equipment into vehicle for transportation to another exam office; enter and exit large commercial trucks and buses to conduct CDL road tests and equipment checks; keyboard at least 5,000 KSPH with 95% accuracy; operate computer, vision, and other basic office equipment and follow policies, procedures and protocols as required; read, comprehend and independently apply technical guidance; work designated hours in a team environment at locations as assigned; speak and write English in a clear and concise manner; provide excellent service to all customers within the parameters of the law; and conduct safe and comprehensive road tests for all class of licenses in all kinds of weather; ride on road tests with new and inexperienced drivers while exercising patience, diplomacy, and maintaining favorable relationships.

Knowledge of: principles and processes for providing customer service; office procedures and terminology; common office computer hardware and software programs; providing on-the-job mentoring to new Driver License Examiners in a public and ever changing environment.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience working with the public in a customer service capacity or working with motor vehicle laws.

SPECIAL NOTES:

Possession of a valid driver license and an excellent driving record is required.

Must successfully complete state approved defensive driving course within first month of employment.

Must successfully complete the agency's Driver License Examiner training, which includes but is not limited to federal CDL requirements, Fraud Detection and Remediation Training, and Customer Service.

CDL recertification training is required every 3 years.

Some positions may require the incumbent to be bilingual.

Some positions may require overnight travel.

Some positions may have flexible work schedule to maintain 40-hour workweek.

Some positions may require travel during the work shift as necessitated by workload.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).