

HIGHWAY ACCIDENT RECORDS SUPERVISOR

DESCRIPTION: Under limited supervision supervises a subordinate staff in the receiving, processing, and storage of accident records; determines accident reportability and classification; maintains a computerized data base used in analysis for construction and non-construction safety projects and programs and determining drive records and privileges; performs related work as required.

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

Plans, organizes, schedules, and directs the work activities of accident records staff in the receiving, processing, and storage of accident reports to achieve work goals according to administrative policies, procedures and standards.

Confers with and counsels subordinates to exchange information, explain work policies, procedures and standards, and to identify possible solutions to work-related problems.

Evaluates subordinates' work performance and compares with established standards to determine the quality and quantity of work; recommends personnel actions such as appointments, promotions, disciplinary actions, grievance dispositions, status changes, and separations to agency management; identifies employee training needs to improve employee work performance and enhance career advancement potential.

Reviews incomplete accident reports and cases to ensure compliance with existing laws governing accident reporting.

Determines accident reportability and classification based on existing motor vehicle laws and the Manual on Classification of Motor Vehicle Traffic Accidents.

Contacts law enforcement agencies, attorneys, insurance companies and those individuals involved in accidents, to correct accident data, provide and receive information, answer questions or interpret motor vehicles laws.

Assists the general public, by phone or in person, with problems concerning involvement in motor vehicle accidents.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the goals, policies, and procedures pertinent to the operation of the division and agency; the techniques of supervision; laws and regulations related to motor vehicle accident reporting.

Ability to: plan, organize, assign and evaluate the work of subordinate staff; train subordinate staff in office policies and procedures; interact with the general public and professionals in other organizations on accident records problems; make administrative decisions.

HIGHWAY ACCIDENT RECORDS SUPERVISOR (continued)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: the practices, procedures and equipment used in records management.

Ability to: communicate orally and in writing with subordinate staff, other government officials and the public to exchange information and to establish and maintain work relationships; understand and apply oral and written instructions and administrative policies and guidelines; make decisions pertinent to the interpretation of accident records laws and guidelines.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Post high school coursework/training in: business administration or a related field.

OR

Experience in performing or supervising office support functions or records management activities.