

MOTOR VEHICLE FRAUD INVESTIGATOR SUPERVISOR

DESCRIPTION: Under Administrative Direction, oversees and supervises staff assigned to the motor vehicle fraud investigations unit; develops and administers division policies to ensure statewide compliance with motor vehicle fraud laws; performs other related duties as assigned.

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

Plans, organizes, assigns and directs the work activities of fraud investigation staff to facilitate the attainment of the unit's work goals and to ensure the consistent application of technical policies, procedures and guidelines.

Develops and implements policies and procedures for enforcement of motor vehicle laws.

Confers with and counsels subordinate staff to exchange information on and/or explain work policies, procedures, and guidelines and to identify the characteristics and impact of and formulate possible solutions to work-related problems.

Assists with investigations of complaints of suspected fraudulent activity including, but not limited to: identity theft of driver's license and/or state identification cards; vehicle ownership document fraud; odometer tampering; odometer fraud; false/fictitious certifications; the fraudulent obtainment of driver's licenses, state identification cards, registration documents and certificates of title; and alteration of vehicle identification numbers.

Writes reports and comprehensive information reflecting all investigative techniques applied in a clear, concise, and detailed manner on any investigation performed.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels and training needs and to determine actions such as promotions, disciplinary actions, status changes, separations, and grievance dispositions.

Trains subordinate staff in the principles, practices, policies and/or procedures of their job to maintain and/or improve production levels in accordance with established work performance standards.

Creates and maintains relationships with county officials, law enforcement, attorneys, federal officials such as the FBI Social Security Administration and other entities to facilitate the investigation and provide documentation of relevant facts.

Receives and reviews investigation reports from Investigators to ensure a complete and fair investigation has been performed; ensures format of reports are consistent with state and federal reporting requirements.

Prepares testimony on the facts of specific cases and testifies at administrative, civil and criminal proceedings relating to identity theft, fraudulent obtainment of drivers licenses, state identification cards and motor vehicle ownership documents and altering vehicle identification numbers.

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

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Knowledge of: departmental rules and regulations relating to motor vehicle enforcement; state and federal statutes governing motor vehicle and licensing processes; laws and practices related to vehicle manufacturers, dealers, dismantlers and the automotive industry; law enforcement; the scope and impact of criminal and civil investigations.

Ability to: develop and present educational and informational programs to various private and public organizations; prepare detailed and factual investigative reports; collect, organize and present testimony during court and/or administrative hearings; organize the work of assigned staff; assess staff performance and training needs.

Skill to: use and maintain a firearm.

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

Knowledge of: rules of evidence, laws of arrest, search and seizure, and basic court procedure; the techniques and procedures used in investigations and inspections; the principles and practices of interviewing; principles of identification, preservation of evidence relating to identification and motor vehicle document fraud; the criminal statutes regarding theft, fraud, perjury, and conspiracy; the criminal justice system; federal and state motor vehicle laws and regulations and other guidelines that govern the motor vehicle industry; computer operations to include spreadsheets and word processing.

Ability to: communicate both orally and in writing; analyze data and summarize into reports; interpret laws, statutes and legal documents; make independent judgments and decisions, at times in high pressure situations; interact with potential victims, persons of suspect, the public and law enforcement agencies; identify and extract pertinent information from records, conversations and observations; collect, investigate and evaluate information; handle sensitive inquiries from courts, federal and state authorities and the general public; train and supervise subordinate employees; assign work to others.

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

Any equivalent combinations of education, training and/or work experience that will enable an individual to possess the required knowledge, skills and abilities with supervisory experience. A general qualification guideline for positions in this class is post secondary education in criminal justice, business or public administration and previous work experience in the motor vehicle industry, law enforcement, or investigative experience in other state, local or private agency.

SPECIAL NOTE

Positions in this class require an employee to possess a valid driver's license. Travel throughout the state is required.

Positions in this class may require certification as a Nebraska Law Enforcement Officer including eligibility for appointment as a Special Deputy State Sheriff for the enforcement of registration and licensing laws is required.