

STATE OF NEBRASKA CLASS SPECIFICATION  
**MOTOR VEHICLE INVESTIGATOR**

EST: 09/78 - REV: 09/10  
CLASS CODE: V/X62910

**DESCRIPTION:** Under limited supervision from the Director, an investigator is responsible for the enforcement and investigation of the Motor Vehicle Industry Licensing Regulation Act and/or fraudulent practices relating to motor vehicle/trailer/motorcycle dealer and conduct inspection of prospective dealership premises and annual inspection of current dealerships for continuing compliance with the Motor Vehicle Industry Regulation. Review and investigate fraudulent activities as cited above involves detailed research, witness interviewing and collaboration with law enforcement and other entities 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 a single class responsible for licensing, enforcement and investigation of motor vehicle/trailer/motorcycle dealerships. Positions assigned to this class are found in the Motor Vehicle Industry Licensing Board agency. The Motor Vehicle Fraud Investigator class deals with fraudulent activities such as identity theft of driver's licenses/state identification cards, ownership document fraud, odometer fraud, fraudulent title/registration documents, etc. Positions assigned to this class are found in the Department of Motor Vehicles agency.

**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.)

Investigates complaints filed against motor vehicle/trailer/motorcycle dealers and obtains copies of all documents related to the investigation along with evidence as it is revealed during the investigation.

The Investigator prepares written investigative reports concerning the investigation and outcome of each case. Investigators may mediate a consumer complaint to the satisfaction of a harmed consumer. The Investigator's action may be used during a hearing before the Motor Vehicle Industry Licensing Board or in a civil or criminal court of law. Investigative reports may be used to recommend revocation, suspension or administrative fine assessment against licensees.

Testifies at formal administrative hearings regarding the facts of specific cases as contained in the investigation reports.

Locate, interview, take statements from witnesses and persons suspected of involvement in fraudulent activities.

Investigates possible violations of the Motor Vehicle Industry Licensing Regulation and/or criminal violations dealing with but not limited to open titles, odometer fraud, unlawful use of dealer plates, individuals acting as a dealer without a license, fictitious or forged information on certificates, application or bill of sale, identification number violations, transit decal violations, registration documents and certificates of title by fraudulent means and altering VIN's.

Contact and collaborate with county officials, law enforcement, attorneys, insurance companies, federal officials and other entities to facilitate the investigation and provide documentation of relevant facts.

Conduct annual inspections of each licensee and prepare a written report to the Licensing Board.

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

Knowledge of: the techniques and procedures used in investigations and inspections; the principles and practices of interviewing; the criminal statutes regarding theft, fraud, perjury, and conspiracy, the criminal justice system; departmental rules and regulations, the Motor Vehicle Industry Licensing Regulation; state and federal statutes governing motor vehicle/trailer/motorcycle dealers, motor vehicle and licensing processes; real estate zoning requirements.

Ability to: communicate effectively; interpret laws, statutes and legal documents, make independent judgments and decisions, at times under pressure situations; interact effectively with licensees, the public and law enforcement agencies; identify and extract pertinent information from records, conversations and observations; collect, investigate and evaluate information; develop and present educational and informative programs to motor vehicle/trailer/motorcycle dealers and law enforcement; prepare detailed and factual investigative reports; negotiate a settlement between the complainant and licensee; and collect, organize and present testimony effectively during administrative hearings and/or court.

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

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:**

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