

MOTOR VEHICLE FRAUD INVESTIGATOR

DESCRIPTION: Under limited supervision, conduct complex criminal, administrative and civil investigations regarding fraudulent activity and enforce state motor vehicle laws and agency policies and guidelines. Review of statewide fraudulent activities may involve detailed research, witness interviewing and collaboration with law enforcement and other entities; performs related work as assigned.

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 all 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.

Prepares accurate and concise written investigative reports describing the investigation and any action taken by the Investigator for possible use during a hearing before a civil or criminal court of law. Investigative reports may initiate criminal/court actions and may be used to recommend cancellation of driver's licenses, state identification cards, motor vehicle registration documents or certificates of title.

Authenticates records/documents and collaborates with state and local law enforcement to assist in clearing driving violations from victims of identity theft.

Locates, interviews and obtains statements from witnesses and persons suspected of involvement in fraudulent activities.

Provides technical assistance and training on fraudulent document identification to city/county officials and Department of Motor Vehicle staff.

Investigates dealership premises, auctions and salvage/wrecker locations assumed to be participating in fraudulent motor vehicle activity as requested by the Motor Vehicle Industry Licensing Board.

Collects, preserves and records evidence and establishes the basis for criminal investigations/judicial actions.

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.

Contacts and collaborates with county officials, law enforcement, attorneys, federal officials such as the FBI, and Social Security Administration, attorneys, etc. and other entities to facilitate or assist with investigations and provide documentation of relevant facts.

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Compiles and presents probable cause evidence regarding a possible violation of the law to the proper authority who has jurisdiction to prosecute.

Prepares and conducts formal and informal training sessions as requested by private associations, civic groups, law enforcement agencies, motor vehicle dealers, as well as staff and other state or local agencies.

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

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.

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 procedures; the techniques and procedures used in investigations and inspections; the principles and practices of interviewing; the principles of identification and 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.

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

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.