

Click one of these links to see the Job Description for that class:

[Motor Vehicle Examiner-X60112](#)

[Motor Vehicle Driver Licensing Services Assistant District Supervisor-V60113](#)

[Motor Vehicle Driver Licensing Services District Supervisor-V60114](#)

[Motor Vehicle Driver Licensing Services Manager-V60115](#)

MOTOR VEHICLE DRIVER LICENSING SERVICES

X60112-V60115

DESCRIPTION OF OCCUPATIONAL WORK

This class series encompass all levels of work within the Motor Vehicle Driver Licensing Services Division. Positions in this series provide authorize the issuance of licenses, permits and identification cards in compliance with drivers licensing laws and statutes.

Motor Vehicle Examiner

X60112

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

Under general supervision of a Motor Vehicle Driver Licensing Services Assistant District Supervisor or Motor Vehicle Driver Licensing Services District Supervisor, 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/citizenship of applicants and determines authenticity of governmental and other official documents. May be responsible for operations within a specific driver license examination area or office.

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.)

Authorize issuance of licenses, permits, and identification cards, and issue license refusal documents. 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 and Department of Motor Vehicle online services.

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

Conduct initial and secondary analysis of identification, citizenship 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 federal and State medical and vision 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.

Accept payment for documents, issue temporary documents and balance cash drawers at end of day.

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: \(These are needed to perform the work assigned.\)](#)

Knowledge of: principles and processes for providing customer service; state statutes, rules and regulations, and policies and procedures relating to driver examination; safe driving techniques and procedures; 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.

Skill in: communicating with others to convey and collect information.

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.

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:

All teammates must possess a valid driver license and an excellent driving record to perform work-related duties.

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.

Must successfully complete a fingerprint background check conducted by the FBI and Nebraska State Patrol. Some positions may require overnight travel; travel during the work shift as necessitated by workload; the incumbent to be bilingual.

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

[Return to Specification List](#)

Motor Vehicle Driver Licensing Services Assistant District Supervisor **V60113**

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

Under limited supervision, responsible for assisting the Motor Vehicle Driver Licensing Services District Supervisor with the activities of a driver's license examination district. Receives supervision from District Supervisor, follows policies and procedures as set forth in Driver License Examining Manuals and State Statutes; performs related work as assigned. Positions in this class, on a regular and on-going basis, supervise Motor Vehicle Examiner's and coordinate daily operations of an assigned driver licensing office. These duties are performed as an assistant to a District Supervisor; incumbents do not have full responsibility of a driver licensing services office.

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.)

Oversees daily field operations and supervises employees in assigned areas to the extent of training coordination, and assists District Supervisor in complaint resolution, performance evaluations and daily scheduling.

Assists in the supervision and preparation of work schedules for Motor Vehicle Driver Licensing Services Examiner incumbents within a specific geographical area.

Inspects examining station facilities including all testing equipment and operation procedures.

Makes recommendations to District Supervisor concerning new policies and procedures or the revision of existing ones.

Assists with and may conduct in District Supervisor's absence special examinations for restricted licenses.

Promotes traffic safety by speaking to groups and working closely with local schools and community organizations as needed.

Assists with conducting interviews of potential employees and makes hiring decisions.

Maintains working supply inventory within assigned area of District.

Conducts monthly staff meetings providing policy/procedure updates.

Investigates/responds to internal and external complains.

May conduct third party CDL tester audits as well as performing other needed duties in absence of District Supervisor.

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

Knowledge of: leadership techniques; state statutes, state motor vehicle laws and other rules and regulations; safe driving practices and procedures; department rules and regulations; coordination of people and resources; teaching and instructing individuals; the principles of individual and group interaction; common office computer hardware and software programs.

Skill in: communicating with others to convey and collect information; public speaking; listening and understanding; prioritizing workloads; conflict resolution.

Ability to: supervise staff; plan, organize and assign work assignments; monitor and provide feedback on employee performance; establish and maintain effective and cooperative working relationships with local officials, other state agencies, fellow employees and the public; interpret and explain state statutes, rules and regulations and policies and procedures relating to the operations of a vehicle; work in a team environment; function effectively under pressure and in emergency driving situations; perform assigned outdoor duties under all types of weather conditions; keyboard 5000 WPH with 95% accuracy.

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

Six months driver licensing experience and experience working with the public in a customer service capacity or working with motor vehicle laws.

SPECIAL NOTES:

Possession of a valid driver's 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.

[Return to Specification List](#)

Motor Vehicle Driver Licensing Services District Supervisor

V60114

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

Under administrative direction, responsible for the activities of a driver's license examination district and evaluating the work of supervised staff. Receives periodic supervision from Motor Vehicle Driver Licensing Services Manager, follows policies and procedures as set forth in Driver Control Division Examining Manuals and State Statutes; performs related work as assigned. Positions in this class are responsible for the supervision and operations of driver's license examination stations within a District. Incumbents typically supervise Motor Vehicle Driver Licensing Services Assistant District Supervisor incumbents and/or Motor Vehicle Driver Licensing Services Examiner staff. Positions in this class are differentiated from the Motor Vehicle Driver Licensing Services Manager class in that the latter has responsibility to administer the operations of Driver Licensing Services programs.

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.)

Supervises and prepares work schedules for Motor Vehicle Driver Licensing Services Examiner incumbents within a specific geographical area.

Inspects examining station facilities including all testing equipment and operation procedures.

Makes recommendations to Motor Vehicle Driver Licensing Services Manager concerning new policies and procedures or the revision of existing ones.

Conducts most difficult special examinations for restricted licenses.

Conducts or directs investigations on problem drivers who have been reported to the Department.

Clarifies and interprets policy and procedure bulletins for assigned personnel.

Promotes traffic safety by speaking to groups and working closely with local schools and community organizations.

Conducts interviews of potential employees and make hiring decisions.

Maintains working supply inventory with the district.

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

Knowledge of: leadership techniques; state statutes, state motor vehicle laws and other rules and regulations; safe driving practices and procedures; department rules and regulations; coordination of people and resources; techniques and methods of teaching and instructing individuals; the principles of individual and group interaction; common office computer hardware and software programs.

Skill in: communicating with others to convey and collect information; public speaking; listening and understanding; problem solving; conflict resolution.

Ability to: supervise staff; plan, organize and assign work assignments; monitor and provide feedback on employee performance; establish and maintain effective and cooperative working relationships with local officials, other state agencies, fellow employees and the public; interpret and explain state statutes, rules and regulations and policies and procedures relating to the operation of a vehicle; work in a team environment; function effectively under pressure; keyboard 5,000 WPH with 95% accuracy.

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

Three years driver licensing experience OR coursework/training or experience in business administration or related field; experience working with the public in a customer service capacity or working with motor vehicle laws; experience in supervision including employee performance evaluation or program evaluation.

SPECIAL NOTES:

Possession of a valid driver's 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.

[Return to Specification List](#)

Motor Vehicle Driver Licensing Services Manager

V60115

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

Under general supervision of the Motor Vehicle Driver Licensing Services Administrator, manages and coordinates all licensing and driver improvement activities within the state including the overall supervision of all assigned personnel; assists Administrator in all administrative duties at the state level; performs related work as assigned. Positions in this class perform at the full performance level to administer and manage the operations of motor vehicle driver licensing functions through subordinate supervisors.

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.)

Supervises the activities of section personnel and coordinates daily operations.

Consults with and advises subordinate agency staff to explain and/or exchange information on administrative program objectives and policies; identify work problems and formulate possible solutions.

Attends and participates in meetings and serves as a liaison with county officials, law enforcement agencies, education officials and business and industry representatives with regard to driver licensing.

Supervises the implementation of agency and division policies and procedures and state statutes as they pertain to section functions.

Reviews physical and vision problems to determine eligibility for licensing and assigns cases to the Medical Advisory Board.

Maintains inventory on test equipment and forms to assure adequate supplies and that equipment is in proper working order.

Directs the investigation of public complaints.

Updates manuals, examinations and publications as legislation, policies and current research requires.

Maintains and prepares reports, records and files relating to the section functions.

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

Knowledge of: personnel management techniques; state statutes, motor vehicle laws and other rules and regulations pertaining to the Division's program; department rules and regulations; the principles of accident prevention and traffic safety; inventory control; basic accounting and math procedures.

Skill in: communicating with others; public speaking; listening and understanding; problem solving; conflict resolution.

Ability to: establish and maintain effective working relationships with employees, other state and community agencies and the public; accept responsibility and delegate and supervise the work of others; develop the potential of employees through training programs.

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

Bachelor's Degree in Business Administration or related field plus progressive work experience directly related to motor vehicle laws, with a minimum of three years supervisory experience. Experience can be substituted for education on a year for year basis.

SPECIAL NOTES:

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

SPECIAL NOTES APPLICABLE TO ALL LEVELS:

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).

Established: 01/78

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
MV Driver Licensing Services Manager – MQ's	Updated MQ's	November 16, 2022