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Job Code	Title
<a href="#">K62931</a>	<a href="#">Motor Vehicle Fraud Investigator</a>
<a href="#">V62932</a>	<a href="#">Motor Vehicle Fraud Investigator Supervisor</a>

## Motor Vehicle Fraud Investigator Series

**K62931-V62932**

### DESCRIPTION OF OCCUPATIONAL WORK

The Motor Vehicle Fraud Investigator series involves conducting and overseeing complex criminal, administrative, and civil investigations into fraudulent activities related to motor vehicle laws. Investigators handle cases involving, but not limited to, domestic violence, reports of theft or destruction of property, identity theft, fraudulent documents, odometer tampering, and altered vehicle identification numbers. Responsibilities include gathering and analyzing evidence, preparing detailed reports, performing background investigations and behavior threat assessments, collaborating with other law enforcement and agencies, and providing testimony in legal proceedings. Supervisory roles focus on managing investigation and analytical teams, developing policies and procedures, reviewing casework, and ensuring compliance with state and federal laws while providing training and technical guidance.

## Motor Vehicle Fraud Investigator

**K62931**

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

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, surveillance, use of informants, undercover work, and collaboration with other law enforcement and 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 and/or accusations of suspected fraud or participation in fraudulent activity including but not limited to: identity theft; 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.

Handles investigations related to domestic violence, whether involving an employee on familial relative or vice versa, within or outside the actual Department of Motor Vehicles, or between employees who may have developed or are in a relationship either familial or otherwise and both work for the DMV or State of Nebraska; Any reported domestic violence accusations involving DMV Personnel as assigned by the Director of the DMV or their designee.

Investigates any form of violent act involving an employee of the DMV while on or off duty if believed to affect the employee's direct employment activity or relationship with the DMV at the direction of the Director of the DMV or their designee.

Assists HR with accusations of workplace harassment, including sexual harassment, which violates State of Nebraska or DMV policies or rules and regulations and/or Nebraska state statutes as assigned by the Director of the DMV or their designee.

Investigates any report of theft or destruction of State/DMV property, goods, services or currency by DMV Personnel as assigned by the Director of the DMV or their designee.

Performs behavior threat assessments specifically relating to the actions or intended acts of NE DMV employees or other state employed personnel affecting the safety and security of all DMV personnel and/or DMV property. The Assessments are intended to prevent any violent or perceived violent acts against DMV personnel, State personnel or Nebraska citizens when information is received certain threats may exist or at the direction of the Director of the DMV or their designee.

Performs background investigations of new hire personnel who have extensive or questionable criminal history activity which may exclude individuals from employment due to access to confidential information relating to the job tasks of the DMV as assigned by the Director of the DMV or their designee.

Investigates background information relating to labor union grievances which may or may not relate to criminal activity or violations for State of Nebraska rules and regulations and DMV policies along with contractual violations; this includes handling confidential information relating to membership of bargaining units for subjects of the investigations.

Make arrests of violations of criminal statutes of the State of Nebraska including, but not limited to, inchoate offenses; drug and narcotics violations; offenses involving fraud, family relation, morals, integrity and effectiveness of government operation, gambling, motor vehicles, and taxes and revenue; and offenses against persons, property, animals, and public and animal health.

Prepares accurate and concise written investigative and evidentiary reports describing the investigation and actions taken for possible use during a hearing before an administrative, 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.

Locates, interviews, and obtains statements from witnesses, suspects, and any other persons suspected of or involved with criminal activities, including internal to the agency, and prepares detailed reports of the same.

Identifies, collects, preserves and prepares evidence and establishes the basis for criminal investigations/judicial actions.

Develops and works with confidential informants, concerned citizens, and other cooperating witnesses in the furtherance of both proactive and reactive investigative requirements.

Writes, obtains, or otherwise constructs, subpoenas, court orders, search, and arrest warrants, for judicial approval and service.

Plans, organizes, and oversees proactive selective enforcement activities based on the discipline and agency direction and focus.

Prepares testimony on the facts of specific cases and testifies at administrative, civil and criminal proceedings in front of municipal, state, and federal courts, boards, and commissions.

Performs specialized activities, including but not limited to, operation of specialized surveillance equipment; evidence detection/capturing hardware and software; evidence storage and management software; facial recognition hardware and software; accounting and analysis hardware and software; fingerprint capture and identification hardware and software (fixed and mobile); drug identification tests and analysis features; hardline, cellular and IP telephone capture and analysis hardware and software; case management applications; NLETS; NCJIS; local, state and federal intelligence databases; and photographic, video, and IP video equipment.

Develop contacts and collaborate with federal, state, city and county officials, attorneys, law enforcement, and other entities to facilitate or assist with investigations and necessary follow-up of documentation and supplying of relevant facts and evidence for charges, indictments and testimony as needed.

Provides technical assistance and training on fraudulent document identification to private associations, civic groups, law enforcement agencies, law enforcement academy classes, Department of Motor Vehicle staff, and other state, federal, county, and local agencies.

Attends training and maintains certifications required to operate as a certified law enforcement officer in the State of Nebraska as required by Nebraska state statutes and the standards and rules and regulations of the Nebraska Crime Commission and Police Standards Advisory Board.

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

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; 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; principles and practice of interview and interrogation; proper law enforcement report writing; proper surveillance techniques and use of surveillance equipment; the elements necessary to prepare subpoenas, affidavits, warrants and other legal documents, along with the proper principles of due process.

Skill to: use and maintain a firearm; and, use and maintain audio, visual, and electronic surveillance equipment.

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; 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.

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

A minimum of three years of law enforcement investigative experience with a federal, state, or local law enforcement agency.

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## **Motor Vehicle Fraud Investigator Supervisor**

**V62932**

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

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 the duties that may be assigned.)

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

Conducts thorough investigations into alleged misconduct or policy violations by subordinate personnel, ensuring compliance with agency policies, collective bargaining agreements, and applicable laws. Collaborates with division administrator, human resources, and legal staff to determine appropriate disciplinary measures. Imposes discipline in a fair, consistent, and timely manner, ensuring all actions are properly documented and communicated to the employee.

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 and supervises investigations of complaints of suspected fraudulent activity including but not limited to: domestic violence, reports of theft or destruction of property, identity theft, fraudulent documents, odometer tampering, and altered vehicle identification numbers.

Supervises and performs specialized activities, including but not limited to, operation of specialized surveillance equipment; evidence detection/capturing hardware and software; evidence storage and management software; facial recognition hardware and software; accounting and analysis hardware and software; fingerprint capture and identification hardware and software (fixed and mobile); drug identification tests and analysis features; hardline, cellular and IP telephone capture and analysis hardware and software; case management applications; NLETS; NCJIS; local, state and federal intelligence databases; and photographic, video, and IP video equipment.

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.

Monitors and certifies to the Nebraska Crime Commission annually all subordinate certified law enforcement staff meet the statutorily required training mandates.

Develop contacts and collaborate with federal, state, city and county officials, attorneys, law enforcement, and other entities to facilitate or assist with investigations and necessary follow-up of documentation and supplying of relevant facts and evidence for charges, indictments and testimony as needed.

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 in front of municipal, state, and federal courts, boards, and commissions.

Supervises and provides technical assistance and training on fraudulent document identification to private associations, civic groups, law enforcement agencies, law enforcement academy classes, Department of Motor Vehicle staff, and other state, federal, county, and local agencies. 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.

Attends training and maintains certifications required to operate as a certified law enforcement officer in the State of Nebraska as required by Nebraska state statutes and the standards and rules and regulations of the Nebraska Crime Commission and Police Standards Advisory Board.

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

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; 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; principles and practice of interview and interrogation; proper law enforcement report writing; proper surveillance techniques and use of surveillance equipment; the elements necessary to prepare subpoenas, affidavits, warrants and other legal documents, along with the proper principles of due process.

Skill to: use and maintain a firearm; and, use and maintain audio, visual, and electronic surveillance equipment.

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; 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.

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

A minimum of three years of law enforcement investigative experience with a federal, state, or local law enforcement agency.

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**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).

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

Positions in this class are required to have and maintain certification as a Nebraska Law Enforcement Officer including eligibility for appointment as a Special Deputy State Sheriff and federal task force officer.

Positions in this class require the ability to meet Nebraska Law Enforcement Firearms certification standards and pass a full fingerprint/criminal history background check.

Positions in this class must have resigned or terminated from any previous law enforcement agency in good standing as required by Nebraska State Statute and Nebraska Crime Commission regulations.

**Established: 11/2008**

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
All	Moved to new format	12/2024
Description of occupational work	Created description of occupational work section	12/2024
All	Revised all areas of spec.	9/2025
Examples of work, Job Code	Revised examples of work for both levels in the series and changed Investigator level from X code to K code.	1/2026