



**DEPARTMENT OF MOTOR VEHICLES  
POSITION DUTY STATEMENT**

632-1897-934

**ACTIVE**

**CURRENT**  
 **PROPOSED**

<b>1. DIVISION</b> Field Operations Division		<b>2. REGION OR BRANCH</b> Region II	
<b>3. REPORTING UNIT NAME</b> Santa Clara Field Office		<b>4. POSITION CITY</b> Santa Clara	
<b>5. CLASSIFICATION TITLE</b> Motor Vehicle Representative		<b>6. WORKING TITLE</b> Motor Vehicle Representative	
<b>7. POSITION NUMBER</b> 632-1897-934		<b>8. PREVIOUS POSITION NUMBER</b> 632-1897-932	
<b>9. CBID/BARGAINING UNIT</b> R 04	<b>10. WORK WEEK GROUP</b> 2	<b>11. TENURE</b> Limited Term	<b>12. TIME BASE</b> Full Time

**13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)?**  Yes  No  
 This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

**14. CPC ANALYST APPROVAL** **T. Pena** **15. DATE APPROVED** **10/7/2021**

Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

**16. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES**

Under direction of the manager in a Grade V field office, the incumbent performs tasks in an environment which routinely Field Operations Division (FOD) requires a calm, courteous, and tactful approach in providing customer service. The incumbent interacts respectfully and effectively with supervisors, peers, other departmental employees, and supporting agencies, contributing to the overall efficiency and productivity of the office. The amount of time performing certain tasks may vary based on the needs of the office.

**17. ESSENTIAL/MARGINAL FUNCTIONS**

Relative % of time required  
(in descending order)

- 45% **Driver License and Registration (E)**  
 Interprets, applies, and explains provisions of the Vehicle Code and the regulations, policies, and procedures of the Department of Motor Vehicles (DMV) pertaining to the licensing of drivers, registering and titling of vehicles and vessels, licensing of vehicle dealers, manufacturers, and dismantlers. Furnishes the public with and explains the use of forms and applications for registration and driver license/identification transactions. Reviews applications and supporting documentation to verify for authenticity, signatures, and completeness of information. Verifies the identity of applicants and ascertains whether the applicants possess the legal documents for licensing. Identifies and flags suspicious behavior or potentially fraudulent documents. Processes various forms and documents to complete the requested transaction. Inputs sensitive customer and transaction information accurately into various databases. Thumbprints individuals for licensing and identification purposes using a video capturing device or ink pad. Makes photocopies of forms and documents and scans for filing, routing, updating, and processing.
  
- 20% **Cashiering and Inventory (E)**  
 Determines the appropriate fees and penalties for licensing, registration, and other related transactions using fee charts and reference materials to ensure the appropriate amount is collected. Collects payments for various fees and penalties from customers who owe such fees and penalties, and verifies and issues receipt, accountable items and applicable documents (e.g., registration stickers, license plate, disabled placards, various permits, licenses, and special certificates to applicants who meet the specific requirements). Submits collected fees and penalties to a Control Cashier. Prepares daily reports and bank deposits for the office.



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- 15% **Customer Service (E)**  
Responds, in person or via telephone, to driver licensing, vehicle registration and ownership, occupational licensing, and other related inquiries and disputes from customers, and resolves issues. Notifies customers of an action taken against a permit, license, special certificate, and vehicle. Explains to customers the decisions made and actions taken regarding a variety of driver licensing, vehicle registration and ownership, occupational licensing, and other related issues.
- 15% **Eligibility Verification (E)**  
Determines the eligibility of individuals to take the road test for a driver's license by verifying a variety of information. Evaluates DMV medical report forms and vision referral forms and enter updated medical information into various databases. Administers vision tests using an eye chart or electronic vision test equipment. Scores driver license exams to determine whether applicants possess the minimum level of knowledge required for a driver's license. Determines if a vehicle meets the requirements to be registered in the State. Inspects vehicles to verify motor vehicles via Vehicle Identification Numbers (VINs), license plate number, and classification of a vehicle for registration and ownership purposes. Determines out-of-state and out-of-country vehicle requirements to complete licensing and registration transactions.
- 5% **Training (M)**  
Attends formal and informal training to stay updated on departmental policies, procedures, and regulatory requirements pertaining to driver licensing, vehicle registrations and ownership, and other related issues. Reconciles accountable items (e.g., registration stickers, license plate, disabled placards) to ensure that the proper inventory is present. Stocks workstations with the appropriate forms and supplies. Destroys confidential forms, documents, and materials according to departmental policies. Performs other job-related duties as required.



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### **18. SUPERVISION RECEIVED**

The Motor Vehicle Representative (MVR) performs tasks under direction of the Manager I, Department of Motor Vehicles (DMV).

### **19. SUPERVISION EXERCISED AND STAFF NUMBERS**

None.

### **20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Works in an office setting at a public counter. Enters information into a computer. May sit for extended periods of time.

### **21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS**

Saturday/extended office hours may be required. Position may require rotation through neighboring field offices.

### **22. PERSONAL CONTACTS**

Will interact with the public, supervisors, peers and other departmental employees in person, by telephone, e-mail, and mail as needed. Interactions may be general, confidential, sensitive, or informative.