



DEPARTMENT OF MOTOR VEHICLES POSITION DUTY STATEMENT

000-1897-XXX

ACTIVE

☐ CURRENT
☐ PROPOSED

1. DIVISION Field Operations Division		2. REGION OR BRANCH Various Statewide	
3. REPORTING UNIT NAME Various Statewide		4. POSITION CITY Various Statewide	
5. CLASSIFICATION TITLE Motor Vehicle Representative		6. WORKING TITLE Motor Vehicle Representative	
7. POSITION NUMBER 000-1897-XXX		8. PREVIOUS POSITION NUMBER	
9. CBID/BARGAINING UNIT R 04	10. WORK WEEK GROUP 2	11. TENURE Limited Term	12. TIME BASE 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 APPROVA Ian Trim		15. DATE APPROVED 10/25/2022	

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 the direction of a field office manager, the incumbent performs tasks in an environment which routinely 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. Travel may be required within the Hub.

17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

- | | |
|-----|---|
| 45% | <u>Driver's License/Registration (E)</u>
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% | <u>Cashiering/Inventory (E)</u>
Determines the appropriate fees and/or 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/or 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% | <p><u>Customer Service (E)</u></p> <p>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.</p> |
| 15% | <p><u>Eligibility/Verification (E)</u></p> <p>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/or registration transactions.</p> |
| 5% | <p><u>Training (M)</u></p> <p>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 duties as required.</p> |



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18. SUPERVISION RECEIVED

The Motor Vehicle Representative (MVR) performs tasks under direction of a Department of Motor Vehicles (DMV) field office manager.

19. SUPERVISION EXERCISED AND STAFF NUMBERS

None.

20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works in 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 within the Hub.

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.



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23. EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

24. MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME

MANAGER/SUPERVISOR SIGNATURE

DATE