



POSITION DUTY STATEMENT

Division: Investigations Division	Classification Title: 1890 Senior Motor Vehicle Technician
Branch: Special Operation Command Branch	Working Title: Senior Motor Vehicle Technician
Unit: Investigative Analysis Unit	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 309-1890-001	CBID/Bargaining Unit: R01
Conflict of Interest Classification: 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.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved:

Direction Statement and General Description of Duties: Under general direction from the Supervisor I in the unit, the incumbent functions independently, providing support in a lead/journey-level capacity for processing, review, intake, and assigning casework. Completes unit timekeeping functions, orders office supplies, and prepares monthly reports. Customer contact responds to complex telephone and written inquiries from a variety of Investigations and departmental sources.	
Percentage and Essential/Marginal Functions:	
40%	Research and Case Management (E)



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	Assists management with assigning/prioritizing workload by reviewing, auditing and tracking the incoming and outgoing workload in the various Investigations databases. Review analyze and interpret driver license/identification and registration record information for upload into those databases. Makes independent decisions on the more complex reports being processed based upon established procedures. Prepare, refer, coordinate and track cases utilizing databases for supervisor/analyst/investigator review and disposition.
20%	Customer Contact (E) Responds to complex telephone and written inquiries from DMV field offices, headquarters, the public, law enforcement, and DMV Investigations staff regarding fraud, DMV records, requests for documents, INV driver license/vehicle license stops (VLT), and DOJ stops. Retrieving documents from a variety of sources from DMV headquarters, field office units, various law enforcement and government agencies.
25%	Clerical Support (E) Clerical support, completing timecard reports, updating calendars, sending correspondence, responding to emails, answering phone calls from: internally from DMV, DMV Investigators or law enforcement agencies.
15%	Records Retrieval (E) Gathering records from DMV Investigations databases, responding to requests for documents internally in the unit or externally from Investigators, law enforcement agencies or DMV units. Performs other duties as assigned.

Supervision Received: The SMVT works under general direction from the Supervisor I and may receive general direction from the Supervising Investigator I or II and from Deputy Chief.

Supervision Exercised and Staff Numbers: Does not provide supervision to others, but may lead direction and guidance to staff in completing task. Assist with training, reviewing and auditing of work. Completes the more complex tasks.

Physical Requirements: Works in a two-story building, in an office setting. Will be sitting (may be sitting for long period of times), standing and moving about the office environment; occasional lifting up to 10 pounds. Will be accessing computers, typing/data entry, handling multiple phone calls from the public and department employees.



DEPARTMENT OF MOTOR VEHICLES

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Special Requirements: Customer service skills, be computer proficient, dependability and punctuality, written communications, verbal communications, interpersonal skills. The ability to comprehend and retain complex procedures.

Personal Contacts: Will interact with all levels of departmental staff as well as the public by phone, email and mail. Interactions may be general confidential, sensitive or informative.

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

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