

POSITION DUTY STATEMENT

Division: Operations Division	Classification Title: 1890 Senior Motor Vehicle Technician
Branch: Driver Licensing Branch	Working Title: Senior Motor Vehicle Technician
Unit: Abstract Processing Unit	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 256-1890-006	CBID/Bargaining Unit: R04
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: 05/07/2025

Direction Statement and General Description of Duties: Under the general direction of the Manager I, the Senior Motor Vehicle Technician (SMVT) provides lead direction and guidance to Motor Vehicle Representatives, Motor Vehicle Assistants, and other clerical and related staff in the Abstract Processing Unit. The SMVT acts as an expert in technical subject-matter areas or personally performs the most difficult and complex technical work of the Abstract Processing Unit.	
Percentage and Essential/Marginal Functions:	
25%	Communication (E)

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	Responds to complex telephone and written inquiries regarding controlled records. Serves as a lead or technical expert to answer questions from others in the unit. Acts as expert witness and provides testimony in court on behalf of the department as to the status of customers' Driver's License/Identification (DL/1D) records, photos, fingerprints and applications, and validity of departmental documents used in court proceedings. Attends and participates in meetings with other departmental units. Assists with streamlining processing procedures making them clear, concise, and easy to follow with simplistic outlines and instructions.
20%	Analytical Skills (E) Analyzes and processes the most complex applications consisting of sealing juvenile records, processing fatal errors and overflow applications, and exclusively handling records where four or more different DL numbers are present. Reviews DL/ID records to purge, correct, combine, or split applicable information. Reviews and processes customer applications and documents via REAL ID Automated Document Verifications (RADVP), via Robotic Process Automation (RPA), and Virtual Field Office (VFO).
15%	Training (E) Assists by providing training to newly hired Motor Vehicle Representatives and Senior Technicians on all functions processed within the unit. Acts as the subject matter expert which includes, but is not limited to, responding and providing guidance, training and direction to other agencies, divisions, the public, investigations, and other staff in the unit. Assists in reviewing incoming work for distribution to trainees based on the level of difficulty and learning curve.
15%	Auditing (E) Conducts detailed reviews of application history, auditing application file dates, issue dates, test results, term of licenses, and previous licenses. Reviews all mass storage documents submitted from various units throughout the department for completeness and validity of correction before submitting for updating. Rejects documents that are incomplete or do not meet the department's purge criteria.
10%	Program Support (M) Prepares fraud packages for investigations and administrative action packages for driver safety review units. Issues new record numbers for reason of religion or fraud and suppresses security records. Updates miscellaneous changes to correct errors and deletions of information from DL/ID records. Forwards records to the appropriate investigator for identification of applicants and processing closing reports.

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10%	Interpretation and Decision Making (M) Interprets whether fraudulent activity has occurred on a DL/ID record information or based on documents received. Makes independent decisions on the more complex applications or reports being processed utilizing department policies and procedures.
5%	Miscellaneous (M) Participates in special projects. Performs other job-related duties as required.

Supervision Received: The SMVT reports directly to the Manager I. The position is subject to a minimum of general direction.
Supervision Exercised and Staff Numbers: None
Physical Requirements: Requires the ability to regularly move around the unit, occasionally twisting and bending, and remain sedentary for long periods of time. Repetitive movement of hands. Occasionally exert up to 25 pounds of force and a negligible amount of force to transport mail and boxes.
Special Requirements: None.
Personal Contacts: Interacts with departmental staff, and internal and external customers in person, by phone, correspondence or e-mail. Interactions may range from general, confidential, sensitive, and 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.)

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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