STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

151-1890-004

Division: Operations Division	**Classification Title**: 1890 Senior Motor Vehicle Technician
Branch: Industry Services Branch	**Working Title**: Senior Motor Vehicle Technician
Unit: International Registrations Plan	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 151-1890-004	**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**: 10/30/2026

Direction Statement and General Description of Duties: Under the direction of the Manager I, the Senior Motor Vehicle Representative (SMVT) analyzes, calculates, and takes the appropriate action on International Registration Plan (IRP) and Permanent Fleet Registration (PFR) accounts in addition to performing the following SMVT duties and responsibilities in the IRP Operations Section.

Percentage and Essential/Marginal Functions:

30%	**Management Support (E)** Assists Manager l(s) in the day-to-day planning, organizing, and directing of IRP and PFR work related functions. Provides technical assistance, program support, and training to

	the Interstate Carrier Program (ICP) Program. Places dishonored checks, audits liens, and Vehicle Licensing Title Stops based on the correspondence received from intra-departmental units and federal agencies on IRP accounts in the database to ensure collections of monies owed to the Department and safety requirements are adhered to in accordance with IRP regulations and federal statutes. Communicates with customers via email, telephone, and written correspondence regarding IRP guidelines, regulations, and DMV policies and procedures.
25%	**Subject Matter Expertise (E)** Conducts quality control audits of all transactions prepared by the ICP Registration Service Agents. Processes complex IRP applications including but not limited to originals, renewals supplements, and PFR. Performs a thorough review of the IRP operations workloads and identifies errors and omissions for referral to the Manager I for employee correction. Assists and advises Motor Vehicle Representatives on complex applications, customer telephone calls, and questions. Trains new and current Motor Vehicle Representatives, SMVTs, and managers on IRP and PFR workload and processes and reports their training progress to the Manager I.
25%	**Complex Processing Workload (E)** Processes audit collection applications record transaction payments, creates payment plans, updates and reconciles receivable reports, and submits receivable information to Franchise Tax Board (FTB) lnteragency Intercept Collection Program for offset collections. Utilizes several government websites, such as, California Secretary of State, Federal Motor Carrier Safety Administration, and FTB to authenticate information provided by customers. Utilizes the automated name index system to obtain registrants driver license numbers and Social Security number to ensure prompt and ongoing actions are taken for collections of accounts receivable. Places and removes vehicle license, title stops, and liens on record. Performs quarterly review of accounts to identify receivables for discharge following guidelines outlined in the State Administrative Manual.
15%	**Complex Transaction Review (E)** Researches, analyzes, and evaluates complex transactions and provides recommendations for appropriate action in accordance with statues, and IRP, PFR, and DMV policies. Follows through on incomplete records and applications, takes necessary steps to notify and suspend accounts for delinquent fees, and notifies law enforcement and foreign jurisdictions of vehicle registration suspensions. Serves as a Department Expert Witness in DMV registration hearing and civil actions.
5%	**Miscellaneous (M)**

	Other duties as required.

Supervision Received: The SMVT reports directly to and receives the majority of assignments from the Manager I.
Supervision Exercised and Staff Numbers: None. The SMVT does not supervise staff; however, the SMVT serves as a lead and provides guidance to MVRs.
Physical Requirements: Works in an open, low wall workstation, in a climate controlled building. Sits for long periods of time. Utilizes a personal computer, telephone, printer, fax machines, and copier.
Special Requirements: Customer service skills, training experience, written and verbal communication skills, analytical and problem solving ability, vehicle registration knowledge, and PC skills.
Personal Contacts: The SMVT has daily contact with departmental staff, the public, and other agencies, including but not limited to, Law Enforcement, Federal Motor Carrier Safety Administration, Occupational Agents/Licensees, and the Air Resources Board by phone, in person, and mail. Interactions may be general, technical, 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