STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

310-1890-006

Division: Investigations Division	**Classification Title**: 1890 Senior Motor Vehicle Technician
Branch: Admin & Support Branch	**Working Title**: Senior Motor Vehicle Technician
Unit: Investigative Services and Support Unit	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 310-1890-006	**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**: 10/14/2026

Direction Statement and General Description of Duties: Under general direction from the manager in the unit, the incumbent functions independently providing support in a lead/journey level capacity for the processing, review, and audit of situations and cases involving activities pertaining to AB60 Secondary Review process and suspected fraudulent activities of driver licensing and vehicle registration.

Percentage and Essential/Marginal Functions:

30%	**Workload Coordinator (E)** Assists management with assigning/prioritizing workload by reviewing, auditing, and tracking the incoming and outgoing workload in the various Investigations databases:

	case management system (CRIMS), Investigations Services & Support Unit (ISSU) File Maker Pro database, INV 'P' Drive reports and spreadsheets. Review, analyze and interpret driver license/identification and registration record information and documents for fraudulent activities; makes independent decisions on the more complex applications or reports being processed based upon established procedures. Prepare, refer, coordinate and track cases utilizing databases noted above for investigator review and disposition.
20%	**Customer Contact (E)** Responds to complex telephone and written inquiries from DMV field offices and headquarters, the public, law enforcement, Dept. of Justice (DOJ) and DMV Investigators regarding applications suspended/controlled for odometer discrepancies and fraud, possible identity theft and fraud, DMV records, INV driver license/vehicle license stop (VLT) and DOJ stops. Intercepting and retrieving driver license/identification and registration applications for evidence from DMV headquarters, field office units, various law enforcement, government agencies, and the public.
15%	**Record Gathering (E)** Accesses criminal history information via CLETS (DOJ's California Law Enforcement Telecommunications System) and NLETS (National Law Enforcement Telecommunications System) and interpreting information on possible fraud and criminal cases. Reviewing and analyzing various source documents including, but not limited to driver license and registration documents, legal presence documents, court documents, correspondence, consumer complaint forms. Reviewing and comparing photographs and fingerprints available to the Department pertaining for possible fraud or Identity Theft. Compiling and preparing documents for DOJ's print comparison and interpreting DOJ's findings to determine course of action. Accessing and analyzing various resource and database information via the Internet. Compiling evidence/facts and preparing case files to investigators for further investigation and/or criminal filings.
15%	**Records Review/Correction (E)** As needed, requests correction of the more complex driver license/identification and vehicle registration records with discrepancies and incorrect information to various headquarter units: RSIU, RPU, SPU, etc. Responds to complex inquiries pertaining to the AB60 Secondary Review process; independently makes decisions based upon existing procedure to remove action/ control on record and issue licensing documents as appropriate. Reviews and audits the MVR processes pertaining to AB60 Secondary Review process and makes recommendation for further action/updates.

10%	**Correspondence (E)** Prepares and processes written and telephone requests from DMV Investigators for vehicle registration and driver license/identification record histories, titling documents, investigator stops, update locates, impounds, and stored vehicle information, and other requests/inquiries on DMV, DOJ/LEAWEB and INV databases. Process requests for ANI edits, partial plate/VIN information law searches, Out of State document requests, Secretary of State Corporation documents, etc.
10%	**Subject Matter Expert (E)** Acts as an expert resource: responding and providing guidance, training and direction to other agencies/divisions, the public, Investigators, and MVR's in the unit. Attending meetings and participating on various committees as needed. Preparing and conducting presentations to outside agency representatives, management, and internal Department representatives. Responding to subpoenas as an expert witness. Performs other duties as required.

Supervision Received: The SMVT works under general direction from the Manager I, and may receive general direction from the Manager II and from the Manager IV.
Supervision Exercised and Staff Numbers: Does not provide supervision to others, but may provide lead direction and guidance to staff in completing tasks. Assist with training, reviewing and auditing of work. Completes the more complex tasks.
Physical Requirements: Will be sitting (may be sitting for long periods of time), standing, and moving around the office environment; occasional lifting up to 10 pounds. Will be accessing computers, typing/data entry, handling multiple phone calls from public and departmental employees. Saturday and/or extended hours may be required.
Special Requirements: Customer service skills, be computer proficient, dependability and punctuality written a verbal communication, interpersonal skills.
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