STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

642-8758-902

POSITION DUTY STATEMENT

Division: Field Operations Division	**Classification Title**: 8758 Licensing-Registration Examiner, DMV
Branch: Region III	**Working Title**: Licensing-Registration Examiner
Unit: Tracy	**Tenure/Timebase**: Permanent Intermittent
Position City: Tracy	**Position County**: San Joaquin County
Position Number: 642-8758-902	**CBID/Bargaining Unit**: R07
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: Yes	**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 of the Administrative Manager, with minimal day-to-day supervision, the Licensing-Registration Examiner performs the most difficult and sensitive work 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 of the office. The amount of time performing certain tasks may vary based on the needs of the office.
Percentage and Essential/Marginal Functions:

50%	**Driving Performance Evaluations (E)** Conducts and scores driving performance evaluations to determine whether examinees possess at least the minimum level of skill and knowledge required to operate a motor vehicle. Prepares detailed summaries and comments regarding the results of driving performance evaluations. Issues instruction permits and temporary driver licenses to examinees that meet the requirements to operate a motor vehicle.
15%	**Examinations and Vehicle Inspections (E)** Administers and scores general knowledge examinations and vision tests to determine whether the examinees possess at least the minimum requirements and standards to operate a motor vehicle or possess a special certificate or license endorsement. Evaluates Department of Motor Vehicles (DMV)vision referral forms to determine whether driver license examinees meet the minimum vision standards required to operate a motor vehicle. Evaluates Driver Safety Referrals to determine the appropriate driver license examination to administer to an examinee. Determines if license restriction should be added or removed from driver licenses. Evaluates Commercial Driver License examinee's ability to identify and explains various parts and safety equipment on a commercial vehicle (such as tires, brake systems, lights and fire extinguisher) in completing pre-tip inspection evaluations. Conducts vehicle inspections to verify a variety of vehicle information (such as the Vehicle Identification Number, odometer reading, body type, emission equipment, license plate number). Serves notice of and gives and receives information concerning suspensions, revocations, and cancellation of driver licenses.
10%	**Customer Service (E)** Interprets, applies, and explains provisions of the Vehicle Code and the regulations, policies, and procedures of the Department of Motor Vehicles pertaining to the licensing of drivers, registering and titling of vehicles and vessels, licensing of vehicle dealers, manufacturers and dismantlers. Responds, in-person or via telephone, to driver licensing, vehicle registration and ownership, and other related inquiries and disputes from the public, and resolves issues.
10%	**Driver License and Registration (E)** Reviews various forms pertaining to driver licensing, vehicle registration and ownership, and other related matters to verify authenticity, signatures, and completeness of information, and to determine whether the information meets the requirements for the requested transaction. Identifies and flags suspicious behavior or potentially fraudulent documents. Inputs sensitive customer and transaction information accurately into

	various databases to complete transactions. Takes photographs of individuals for licensing or identification purposes using a video capturing device or camera. Thumbprints individuals for licensing or identification purposes using a video capturing device or inkpad. Makes photocopies of documents and scan for filing, routing, or processing.
10%	**Cashiering and Inventory (E)** Determines appropriate fees and penalties in order to request the proper amount from customers. Waives fees, and penalties for mistakes or errors made by the department by deleting such fees or penalties in the computer system. Collects appropriate amount from customers to verify and issue receipts, accountable items, and applicable documents (e.g., registration stickers, license plate, disabled placards, various permits, licenses, and/or special certificates to applicants who meet the specific requirements). Prepares a record of monetary transactions for auditing and accountability purposes. Submits collected fees and penalties to a Control Cashier.
5%	**Training (M)** 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. Provides on-the-job training (such as shadowing, fielding questions) to employees regarding departmental policies, procedures, and regulatory requirements. Reconciles accountable items (such as registration stickers, license plates, and disabled placards) to ensure that the proper inventory is present. Performs other duties as required.

Supervision Received: The Licensing Registration Examiner reports directly to and receives the majority of assignments from the Administrative Manager.
Supervision Exercised and Staff Numbers: None
Physical Requirements: Work outside in varying temperature. Work week may vary. Saturday and/or extended work hours may be required. Position may require rotation through neighboring field offices.
Special Requirements: This position requires a Medical Clearance prior to being hired. Selected candidate will be required to participate in the DMV Pull Notice Program. This is a sensitive position and may be subject to substance testing. Saturday and/or extended work hours may be required. Position may require rotation through neighboring field offices.

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.

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