STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

556-1897-003

Division: Field Operations Division	**Classification Title**: 1897 Motor Vehicle Representative
Branch: Region II	**Working Title**: Motor Vehicle Representative
Unit: El Cerrito	**Tenure/Timebase**: Permanent Fulltime
Position City: El Cerrito	**Position County**: Contra Costa County
Position Number: 556-1897-003	**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**:

Direction Statement and General Description of Duties: Under direction of the Manager I, Department of Motor Vehicles (DMV), in a Grade IV field office, the Motor Vehicle Representative (MVR) performs tasks in an environment which routinely requires a calm, courteous, and tactful approach in providing customer service. The incumbent will develop and maintain good working relationships with all levels of staff, management, and supporting agencies to contribute to the overall efficiency and productivity of the office. The amount of time performing certain tasks may vary based on the needs of the office.

Percentage and Essential/Marginal Functions:

45%	**(E)**

	Driver License and Registration Interprets, applies, and explains provisions of the Vehicle Code and the regulations, policies, and procedures of the Department of Motor Vehicles (DMV) pertaining to the licensing of drivers, registering and titling of vehicles and vessels, licensing of vehicle dealers, manufacturers, and dismantlers. Furnishes the public with and explains the use of forms and applications for registration and driver license/identification transactions. Reviews applications and supporting documentation to verify for authenticity, signatures, and completeness of information. Verifies the identity of applicants and ascertains whether the applicants possess the legal documents for licensing. Identifies and flags suspicious behavior or potentially fraudulent documents. Processes various forms and documents to complete the requested transaction. Inputs sensitive customer and transaction information accurately into various databases. Thumbprints individuals for licensing and identification purposes using a video capturing device or ink pad. Photocopies documents or forms for scanning, filing, routing, updating, or processing.
20%	**(E)** Cashiering and Inventory Determines the appropriate fees and penalties for licensing, registration, and other related transactions using fee charts and reference materials to ensure the appropriate amount is collected. 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 special certificates to applicants who meet the specific requirements). Reconciles accountable items (e.g., registration stickers, license plate, disabled placards) to ensure that the proper inventory is present. Submits collected payments to a Control Cashier. Prepares daily reports and bank deposits for the office.
15%	**(E)** Customer Service Responds in person or by telephone to driver licensing, vehicle registration and ownership, occupational licensing, and/or other related inquiries and disputes from customers, and resolves issues. Notifies customers of an action taken against a permit, license, special certificate, and/or vehicle. Explains to customers the decisions made and/or actions taken regarding a variety of driver licensing, vehicle registration and ownership, occupational licensing, and other related issues.
15%	**(E)** Eligibility Verification Determines the eligibility of individuals to take the road test for a driver's license by verifying a variety of information. Evaluates DMV medical report forms and vision referral forms and enters updated medical information into various databases. Administers vision tests using an eye chart or electronic vision test equipment. Scores

	driver license exams to determine whether applicants possess the minimum level of knowledge required for a driver's license. Determines if a vehicle meets the requirements to be registered in the State. Inspects vehicles to verify motor vehicles via Vehicle Identification Numbers (VINs), license plate number, and classification of a vehicle for registration and ownership purposes. Determines out-of-state and out-of-country vehicle requirements to complete licensing and registration transactions.
5%	**(M)** Training Attends formal and informal training to remain updated on departmental policies, procedures, and regulatory requirements pertaining to driver licensing, vehicle registrations and ownership, and other related issues. Stocks workstations with the appropriate forms and supplies. Destroys confidential forms, documents, and materials according to departmental policies. Performs all other job-related duties as required.

Supervision Received: The Motor Vehicle Representative (MVR) performs tasks and assignment under direction of the Manager I, Department of Motor Vehicles (DMV).

Supervision Exercised and Staff Numbers: None

Physical Requirements: The incumbent works in an office setting at a public counter. Requires daily use of a personal computer and related software applications at a workstation. May stand or sit in a seated position for extended periods of time.

Special Requirements: Saturday/extended office hours may be required. Position may require rotation through neighboring field offices.

Personal Contacts: The MVR has contact with the public and other departmental employees in person, by telephone, via e-mail, and by mail as needed. The nature of these 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