

STATE OF NEBRASKA CLASS SPECIFICATION  
**MOTOR VEHICLE DRIVER LICENSING  
SERVICES EXAMINER I**

EST: 4/80 – REV: 05/10  
CLASS CODE: X60111

**DESCRIPTION:** Under general supervision of a Motor Vehicle Driver Licensing Services Assistant District Supervisor, Motor Vehicle Driver Licensing Services District Supervisor, or Motor Vehicle Driver Licensing Services Examiner II, administers a variety of driver's license tests involving the application and interpretation of driver licensing laws. Authorizes issuance of driver's licenses, permits and identification cards. May be responsible for operations within a specific driver's license examination area or station; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first classification level of five in the Motor Vehicle Driver Licensing Services Examiner class series. Positions in this class independently perform work at the full performance level. The second level of this series performs work as a lead worker over a team of Motor Vehicle Driver Licensing Services Examiner I's.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Reviews and makes certain appropriate information is completed on driver's license, permit and/or state identification application forms.

Administers vision, knowledge and drive tests for driver's license and/or permit applicants for all types of vehicles.

Reviews and makes decisions regarding proper identification for driver's licenses, permits and identification cards and authorizes issuance of such.

Operates a computer to enter and verify applicant information.

Completes report of day's activities.

Transports state-owned equipment to and from testing sites and sets up, and is responsible for the equipment.

Answers questions via the telephone and public contact relating to driver licensing, permits, and identification cards.

Drives a non-commercial vehicle when required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: principles and processes for providing customer service; office procedures and terminology; common office computer hardware and software programs.

Skill in: communicating with others to convey and collect information; listening and understanding; managing one's time and that of others; prioritizing work assignments; conflict resolution.

Ability to: keyboard at least 5,000 WPH with a 95% accuracy; learn and understand state statutes, rules and regulations, and policies and procedures relating to the operation of a vehicle; learn safe driving techniques and procedures; learn basic physical, medical and mental health problems as they relate to the driving ability of individuals; justify decisions and recommendations through documentation; function effectively under pressure and in emergency driving situations; communicate effectively with the public; climb into all types of vehicles to administer drive tests; move equipment weighing 50 pounds; perform assigned outdoor duties under all types of weather conditions; work in a team environment.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience working with the public in a customer service capacity or working with motor vehicle laws.

**SPECIAL NOTES:**

Possession of a valid driver's license and an excellent driving record is required.

Must successfully complete a state-approved defensive driving course within six months of employment as a Motor Vehicle Driver Licensing Services Examiner I.

Some positions may require the incumbent to be bilingual.

Some positions may require overnight travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).