

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

EST: 01/10 - REV: 05/10
CLASS CODE: X60112

DESCRIPTION: Under general supervision of a Motor Vehicle Driver Licensing Services Assistant District Supervisor or a Motor Vehicle Driver Licensing Services District Supervisor, leads a group of Motor Vehicle Driver Licensing Services Examiner I incumbents by coaching, mentoring, instructing, monitoring, coordinating and guiding work; administers a variety of driver's license tests involving the application and interpretation of driver licensing laws; 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 second classification level of five in the Motor Vehicle Driver Licensing Services Examiner class series. Positions in this class perform duties of the Motor Vehicle Driver Licensing Services Examiner I at an expert level while leading a team of Motor Vehicle Driver Licensing Services Examiner I's on a permanent and ongoing basis. Incumbents in this class do not have supervisory responsibilities of staff or resources.

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.)

Serves as a lead worker through coaching, mentoring, instructing and providing consultation, advice, direction, technical assistance and individual training to Motor Vehicle Driver Licensing Services Examiner I incumbents to ensure effective and efficient delivery of services.

Schedules, distributes/balances and guides the work assignments of Motor Vehicle Driver Licensing Services Examiner I incumbents in accordance with established requirements to assist supervisory staff in timely completion of the workload.

Reviews and reports on the work performance of Motor Vehicle Driver Licensing Services Examiner I incumbents to determine adherence to established timetables and quality standards and to document and communicate employee performance levels and training needs. Provides input and makes recommendations regarding performance evaluations.

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.

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

Answers questions via the telephone and in person relating to complex and/or subjective driver licensing, permit and identification card inquiries.

Drives a non-commercial vehicle when required.

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

Knowledge of: leadership techniques, coordination of people and resources, teaching and instructing individuals; the principles of individual and group interaction; state statutes, rules and regulations, and policies and procedures relating to driver examination; safe driving techniques and procedures; basic physical, medical and mental health problems as they relate to driving ability; 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 workloads; conflict resolution.

Ability to: coach, mentor, lead, review, organize and assign work assignments; keyboard 5,000 WPH with a 95% accuracy; 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.)

One year experience as a Motor Vehicle Driver Licensing Services Examiner I; 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.

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).