



Classification: Chief Driver Examiner - Driver Examination Division

Title Code: V07600

Pay Range: 24

POSITION SUMMARY:

The Chief Driver Examiner assists the Driver Examination Division Director and Assistant Director in establishing and administering the driver examination program through functional supervision and coordination of field activities. An employee in this position performs a variety of administrative responsibilities, e.g., analyzing staff and field operations, developing and recommending work standards and procedures, making staff studies, preparing reports, maintaining good public relations and liaison duties with other agencies. Duties also involve reviewing and analyzing the work performed by subordinate driver examiners and traveling throughout the State to observe and monitor subordinate employees, inspect equipment and facilities and assist in providing training to Examiners in the field. An employee in this class has considerable latitude for exercising independent judgment in providing functional supervision of the driver examination program.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Reviews Driver Condition Reports, SHP-232 forms and audits reports and other documents submitted by Auditors, Examiners, Troopers, and government agencies to ensure accuracy, completeness, clarity, and legibility.

Prepares day and monthly reports of all statewide examinations.

Monitors, manages, and completes reporting requirements for grants awarded to the Division.

Assists the Division Director in investigating, researching, and answering the inquiries or complaints from staff and field personnel, governmental agencies, and the general public.

Assists in training and keeping field personnel informed of laws, rules, and regulations related to the driver examination division.

Coordinates and manages the Field Training Program, ensures that new personnel are properly trained and the necessary field training documents are completed and properly sent to the division in a timely manner.

Assists in directing the development and maintenance of centralized files containing master procedure manuals and forms, federal and state publication manuals, programs and directives, laws, rules, and regulations, administrative orders, department directives, organization charts, training materials, examinations and materials relative to the Driver Examination Division.

Coordinates, plans, and assists in conducting surveys, studies and analysis of all phases of the driver examination program, including operational procedures, forms, equipment, communications, etc.

Coordinates the driver examination committee to meet as needed to make recommendations regarding driver examination procedures.

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Procures equipment and supplies necessary for administering driver examination programs.

Attends meetings and training both in-state and out of state as required by the Division Director, which includes making regular trips to Troop Headquarters and Driver Examination stations throughout the state to monitor personnel, inspect facilities and help to identify problems or training needs.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the methods and procedures used in administering driver license examinations.

Knowledge of the laws, rules, and regulations pertaining to examinations for motor vehicle operators and the driver examination program.

Knowledge of the Patrol's policies, procedures, rules, and regulations.

Knowledge of the principles of administration, supervision, and training.

Ability to use organizational and analytical skills to evaluate facts and figures to determine fundamental causes and symptoms of operational and organizational weakness.

Ability to conduct CDL and driver license examinations in accordance with prescribed regulations and procedures.

Ability to communicate thoughts and concepts orally and in writing via memos, reports, group discussions, or presentations with Patrol staff, troop personnel, or the public.

Ability to perform administrative duties as outlined in the description of duties.

Ability to effectively plan, organize, and direct the work of designated employees.

Ability to maintain complex records and files.

Ability to work closely with others as cooperative team and display team leadership.

Ability to operate a motor vehicle in accordance with Missouri State Highway Patrol policy and the State of Missouri statutes.

Ability to operate examination and office equipment in relation to job duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

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Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

Must be a high school graduate or possess a GED.

Must be currently classified as a Driver Examiner III or higher for a minimum of one year.

**Promotions will be based on service time in the Driver Examination Division and the ability to proficiently perform the duties of the position. The employee must serve at least twelve months in a classification before being considered for a promotion.

NECESSARY SPECIAL REQUIREMENTS:

Have not been convicted of a felony or any crime involving moral turpitude or have any indictment or information pending for any offense involving moral turpitude

Must be at least twenty-one years of age.

Must possess or obtain and maintain a valid driver license.

Must successfully complete the Commercial Driver License Examiner Training Course as soon as practicable.

Pursuant to General Order 26-04-370, uniformed civilian employees hired after January 25, 1995, will not have brands or tattoos that a reasonable person would find offensive, such as brands or tattoos depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any brands or tattoos on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body which would be visible while in uniform.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.