



Classification: Driver Examiner Supervisor (Assistant DE Chief - Troop C)

Title Code: V07603

Pay Range: 22

POSITION SUMMARY:

This is highly responsible administrative work in assisting the Driver Examiner Chief with the coordination of daily activities of the Driver Examination offices in Troop C Headquarters. An employee in this position supports the Chief Driver Examiner, and interacts with coworkers, subordinates and the public on a daily basis reference all facets of the driver examination program. The employee is expected to exercise independent judgment and initiative in the performance of assigned duties; however, general supervision is provided by the immediate supervisor, and is reviewed for conformance with prescribed policies and procedures.

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.)

Assumes the responsibilities of the Chief Driver Examiner in his/her absence, or as assigned.

Schedules Commercial Driver License (CDL) testing.

Assists in reviewing work schedules and/or assigning subordinate work activities to obtain maximum efficiency, coordination, coverage, availability, as well as workload accommodation.

Assists in the administration of written, visual, oral, and driving tests, and answers questions via telephone, in person, or correspondence concerning the driver examination program.

Assists in coordinating and scheduling locations for written examinations, vision tests, etc., and also assists in selecting courses for road testing.

Acts as liaison between the troop, GHQ Driver Examination Division, Department of Revenue, etc.

Maintains working knowledge of all laws, rules, regulations, and changes in the Driver Examination Program and provides updates to subordinates of any new or revised rules and regulations.

Performs a variety of administrative duties (e.g., maintains employee time records; approves/disapproves leave requests; reviews Department of Revenue forms, Driver Condition Reports, and other related forms for accuracy; approves and forwards expense reports; attends meetings, serves on committees, ensuring Driver Examination Procedures Manuals are available and maintained by subordinates, and presents programs to driver education classes as assigned).

Requisitions and delivers supplies and equipment as needed to ensure adequate levels are maintained.

Assists in evaluating equipment and facilities used by examiners, including Patrol vehicles, for compliance and upkeep.

Administers skills examinations to applicants for all classes of driver licenses; explains improper actions to applicants during the examination and codes applications according to examination results. Skills examinations require the examiner to ride in all types of vehicles including but not limited to tractor-trailers, large trucks, buses, vans, cars, etc.

Classification: Driver Examiner Supervisor (Assistant DE Chief - Troop C)

Title Code: V07603

Pay Range: 22

Page 2

Assumes the responsibilities in the absence of the driver examination supervisor (sergeant/corporal), if applicable.

Assists in preparation of daily and monthly reports reference type and total examinations administered in the troop.

Assists in reviewing CDL scheduling system to ensure tests are given in a timely manner and examiners are scheduled to keep backlogs to a minimum.

Provides support to the DE Chief in the instruction and training of driver examination personnel.

Assists in investigating complaints and answering inquiries of citizens relating to driver examination activities.

Conducts driver license and CDL examinations, as needed.

Performs job-related travel, as needed.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

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

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

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

Ability to transport and assemble testing equipment.

Ability to review reports for completeness, clarity, accuracy, and legibility.

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

Ability to effectively plan, organize, train, and direct the work of others.

Ability to deal tactfully and courteously with the public and to resolve differences which may arise between the public and a subordinate.

Ability to perform job-related travel, as needed.

Ability to lift and carry at least 50 pounds (testing equipment and materials).

Ability to enter and exit vehicles including large trucks and buses to conduct CDL or examination (road) tests.

Ability to work indoors and outdoors in inclement weather.

Ability to draft correspondence and reports after conducting research necessary to prepare them.

Ability to operate basic office equipment as detailed in the description of duties.

Classification: Driver Examiner Supervisor (Assistant DE Chief - Troop C)

Title Code: V07603

Pay Range: 22

Page 3

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.

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:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess at least four years experience as a Driver Examiner with the Missouri State Highway Patrol (must have served at least one year as a Driver Examiner III).

NECESSARY SPECIAL REQUIREMENTS:

Must never have 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 at the time of employment.

Must possess or obtain and maintain a valid driver license.

Driver Examiners assigned to administer the CDL Skills test must successfully complete the Commercial Driver License Examiner Training Course.

Pursuant to General Order 26-07, uniformed civilian employees hired on or before January 25, 1995, will not have tattoos or brands visible while wearing any official uniform or civilian attire that a reasonable person would find offensive, such as tattoos or brands depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Uniformed civilian employees hired after January 25, 1995, will not have tattoos or brands on the head, neck, hands, below the upper six-inch portion of the arms, or any part of the body which would be visible while wearing any official uniform or civilian attire. Uniformed civilian employees will not have tattoos or brands that a reasonable person would find offensive, such as tattoos or brands depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc.

Driver Examiners assigned to a traveling crew may be required to furnish a vehicle to transport the Examination Team and all required equipment. The state mileage rate will be used to reimburse employees for expenses incurred in performing job-related travel.

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

FLSA STATUS: Non-Exempt

Classification: Driver Examiner Supervisor (Assistant DE Chief - Troop C)

Title Code: V07603

Pay Range: 22

Page 4

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.