



**Classification:** Temporary Driver Examination Clerk

**Title Code:** V09752

**Pay Range:** Hourly

### **POSITION SUMMARY:**

This is a temporary position where the employee is responsible for conducting a variety of driver license examinations to determine the eligibility of individual applicants for licensure. The employee interacts with the public on a daily basis reference all facets of the driver's examination process. Decisions are made relative to passing or failing of applicants based on well-defined guidelines. An employee in this position may be assigned or transferred from one examination site or CDL test site to another as needed within a troop. An employee in this position cannot administer driving skills tests. Work is performed under general supervision.

### **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.)

Administers written, vision and oral examinations for operators, chauffeurs, commercial and motorcycle licenses; sets up vision machine and operates equipment relative to conducting the examination.

Greets the public; answers questions by telephone and in person relative to license application procedure, Driver Examination program, Missouri licensing regulations, etc.; counsels applicants concerning examination study or reasons for examination failure.

Grades examination papers and determines whether test results meet license requirements.

May be required to open the driver examination station each workday and secures the driver examination station at the end of each workday.

Prepares and submits various reports; maintains records and files of applicants for licenses and instruction permits; reviews forms of identification to confirm or refute an individual's identity.

Performs other related work as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to set up and operate vision machine for testing.

Ability to learn Missouri's licensing regulations and the Driver Examination program.

Ability to deal with a wide variety of individuals in a professional, confidential and efficient manner.

Ability to verbally answer inquiries and explain testing procedures to applicants applying for licensure.

Ability to exercise diplomacy and patience in dealing with the public.

Ability to assist applicants with special needs (e.g., individuals who cannot fluently speak English, individuals who lack literacy skills, etc.).

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Ability to communicate effectively with individuals in person and over the telephone.

Ability to work independently under general supervision.

Ability to provide own transportation to and from various testing sites during normally scheduled working hours.

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

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.)

Graduation from high school or possess a GED.

**NECESSARY SPECIAL REQUIREMENTS:**

Must be at least 18 years of age.

Must never been convicted of a felony or any crime involving moral turpitude or have any indictment or information pending for any offense involving moral turpitude.

Pursuant to General Order 26-04 employees who work in positions where interaction with the public or representatives of other agencies is likely, will conform to the same standards as uniformed civilians in regard to body piercing, brands, and tattoos. Uniformed civilian employees hired after January 25, 1995, 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. Applicants will not be hired for uniformed civilian positions if they have any tattoos or brands 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 wearing any official 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.