



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MOTOR VEHICLE INSPECTOR SUPERVISOR	27	E	11.430
MOTOR VEHICLE INSPECTOR II	25	E	11.431
MOTOR VEHICLE INSPECTOR I	23	E	11.433

SERIES CONCEPT

Motor Vehicle Inspectors check public vehicle identification numbers (VIN) and compare those to Federal Motor Vehicle Safety Standards Labels (FMVSS) and confidential vehicle identification numbers (CVIN), and provide VIN assignments to vehicles that are homemade or where the number has been damaged, removed or obliterated. Incumbents research vehicle ownership through State-owned programs and/or the National Crime Information Center (NCIC) or other entities, and perform a variety of safety inspections to enforce the laws and regulations specified in chapters 482, 484, and 486 of the NRS.

Inspect VIN's to ensure authenticity of the VIN and fasteners and that neither have been compromised in an effort to reduce the incidence of theft and sale of stolen vehicles and parts; assign VIN's to vehicles that are homemade or where the number has been damaged or obliterated; ensure proper identification of the vehicle's origin through research of ownership and registration information.

Verify safety inspections completed by Nevada registered garages, licensed body shops or rebuilders of rebuilt, reconstructed, salvaged and homemade vehicles to determine compliance with State laws regarding safety requirements and verify safety equipment has been deemed operational; assist by inspecting and verify repairs were made following minor mechanical vehicle citations issued by law enforcement agencies.

Perform appraisals of vehicles for sales tax, bankruptcy and lien sales purposes utilizing established guidelines.

Operate a computer and peripheral equipment for data entry to create, review, change, store or update vehicle information, documentation and statistical reports.

Perform related duties as assigned.

CLASS CONCEPTS

Motor Vehicle Inspector Supervisor: Under general supervision, incumbents serve as first-line supervisors for a team of Motor Vehicle Inspector I's and II's. Incumbents select, train, supervise and evaluate the performance of assigned personnel; take corrective and disciplinary action; facilitate and oversee office(s) activities; assign and review work; assess training needs and provide training opportunities as appropriate.

Provide technical expertise to customers and staff regarding federal and State laws, rules and regulations, policies and procedures; resolve complex and sensitive customer complaints and problems and make recommendations to management regarding adversarial or contested issues with customers or businesses.

Ensure internal security and safety needs are met; provide input as needed regarding the budget for assigned areas of responsibility; maintain supplies for office(s); prepare periodic reports; and ensure facilities are maintained in a safe, clean and orderly condition.

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CLASS CONCEPTS (cont'd)

Motor Vehicle Inspector II: Under general supervision, incumbents perform the full range of duties in the series concept and may perform in a lead capacity for lower level inspectors to provide training and direction in the absence of the immediate supervisor. In addition, incumbents work closely with the supervisor and assist with difficult inspections and help resolve customer complaints. On a limited basis, incumbents may assist Motor Vehicle Appraiser(s) and conduct off-site appraisals of abandoned vehicles for lien sale purposes or to issue junk certificates. This is the journey level in the series.

Motor Vehicle Inspector I: Under direct supervision, incumbents receive training in performing the duties described in the series concept. Incumbents may progress to the next level upon meeting the minimum qualifications, satisfactory job performance and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Some positions require a valid driver's license at time of appointment and as a condition of continuing employment.

MOTOR VEHICLE INSPECTOR SUPERVISOR

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of related work experience that involved the application of semi-skilled automotive maintenance and/or inspection work which included public contact; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Motor Vehicle Inspector II in Nevada State service. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Detailed knowledge of: motor vehicle appraisal techniques; motor vehicle safety inspection procedures; vehicle equipment laws and regulations; manufacturer's VIN attachment and stamping characteristics.
Working knowledge of: manufacturer's VIN attachment and stamping characteristics; Nevada vehicle registration documents including bill of sale, duplicate ownership certificates, dealer's report of sale, and manufacturer's certificate of origin, dismantling and junk certificates; the processing and disposal of abandoned vehicles; lien sales procedures. **General knowledge of:** basic principles of supervision and training. **Ability to:** run stolen vehicle and registration checks utilizing various law enforcement databases; work closely with compliance enforcement division (CED) investigators; determine discrepancies in vehicle records when compared to physical inspection; provide training to lower level motor vehicle inspectors; make preliminary identification of altered VIN's; reconstruct VIN's utilizing existing resources; and identify and verify title authenticity; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Detailed knowledge of: Nevada motor vehicle registration documents including bill of sale, duplicate ownership certificates, dealer's report of sale, and manufacturer's certificate of origin, dismantling and junk certificates; **Working knowledge of:** supervisory techniques and practices. **Ability to:** assign work and evaluate employee performance.

MOTOR VEHICLE INSPECTOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of related work experience that involved the application of semi-skilled automotive maintenance and/or inspection work which included public contact; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Motor Vehicle Inspector I in Nevada State service. *(See Informational Note)*

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MINIMUM QUALIFICATIONS (cont'd)

MOTOR VEHICLE INSPECTOR II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: the location of public serial numbers on a wide variety of motor vehicles; State laws, department regulations and appropriate documentation required regarding the registration of vehicles; the different divisions of the department to obtain information and/or direct questions; the proper procedure to apply Nevada assigned vehicle identification numbers; vehicle equipment laws and regulations; vehicle appraisal techniques; vehicle safety inspection procedures; vehicle equipment laws and regulations including locations of confidential vehicle identification numbers (CVIN). **Ability to:** research and obtain vehicle registration information utilizing law enforcement databases; thoroughly inspect vehicles for appropriate safety equipment; interact diplomatically with vehicle owners to explain policies and resolve complaints; determine the make, model and year of vehicles inspected; prepare all required forms and paperwork to process inspected vehicles; maintain and submit accurate monthly transaction reports with limited assistance; work independently and follow through on assignments with limited direction; analyze a situation and take a logical course of action. **Skill in:** stamping numbers and letters in trailer and vehicle frames to include applying State-controlled VIN tags; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level knowledge, skills and abilities of the Motor Vehicle Inspector Supervisor)

MOTOR VEHICLE INSPECTOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of related work experience that involved the application of semi-skilled automotive maintenance and/or inspection work which included public contact; **OR** an equivalent combination of education and experience.
(See Informational Note)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: automobile body parts; and safe working procedures. **General knowledge of:** the name and function of major vehicle components and systems; personal computers used to access computerized vehicle information. **Ability to:** follow oral and written instruction; establish and maintain cooperative working relationships with co-workers and the public; read and understand policy and procedure; accurately copy, post and transcribe data; communicate effectively to obtain information and explain data; demonstrate proficiency utilizing a variety of hand and power tools for the inspection of vehicles; work outdoors in variable weather conditions; maintain records and compile information to prepare reports. **Skill in:** detecting mechanical problems in the inspection of vehicle safety devices.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
(These are identical to the Entry Level knowledge, skills and abilities of the Motor Vehicle Inspector II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	8/3/98R 3/23/99UC	1/1/61	7/1/95P 9/16/94PC
REVISED:		7/1/67	
REVISED:		12/19/85-12	
REVISED:		7/1/95P 9/16/94PC	
REVISED:		8/3/98R	8/3/98R

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REVISED:

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