



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 APPRAISER	28	F	11.434

Under direction, appraise motor vehicles in wrecking and tow-yards for abandoned vehicle liens; determine value and legal methods of disposal; inspect vehicles' identification numbers to determine legal ownership; provide information regarding lien procedures and documentation for title processing and vehicle registration.

Appraise abandoned motor vehicles utilizing established guidelines to determine monetary value; establish authenticity of abandoned vehicles by inspecting tow tickets, police reports and property owner release forms, compare information to corresponding vehicle and assesses any vehicle damage or missing parts; complete appraisal forms according to established policy and procedures and determine lien processing procedures and/or issues junk certificates; update and maintain files for licensed wreckers.

Research abandoned vehicles upon receipt of vehicle transmittal sheets from tow companies and wrecking yards; ensure the entry of all vehicle identification numbers into a database to verify state of registration and determines status of vehicle; contact appropriate state for registered owner information to provide proper notification.

Prepare various reports and forms regarding abandon vehicle appraisals, dismantling certificates, junk certificates and transmittal sheets; forward copies for processing and purge vehicle records upon issue of dismantling certificates.

Assist customer with lien sales of vehicle by providing information about vehicle processing in accordance with State laws to ensure compliance; inform customers of requirements for advertisements, appraisals, notification of registered and legal owners, and lien sales packet amendment.

Provide assistance to the public in assigning or restoration of vehicle identification numbers; provide direction on laws, rules, regulations and procedures for the registration, disposal and licensing of vehicles.

Provide field training and direction as needed to motor vehicles inspectors regarding the vehicle appraisal procedures and State laws covered under chapters 482, 487 and 108 of the NRS.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

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

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education (GED) and two years of progressively responsible experience involving the appraisal and inspection of vehicles; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Motor Vehicle Inspector II in Nevada State service, six months of which involved the appraisal of motor vehicles. *(See Informational Note)*

MINIMUM QUALIFICATIONS (cont'd)

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

Working knowledge of: vehicle appraisal techniques; lien sales procedures; location of vehicle identification numbers including confidential V.I.N.S; vehicle safety inspection procedures. **Ability to:** make appropriate determinations based upon established guidelines in assessing the value of abandoned or junked vehicles; conduct preliminary audits for investigative purposes; read, interpret and apply new regulations, policies and procedures with limited assistance; prepare and maintain a variety of reports and records to include vehicle appraisal reports and junk certificates; work independently and follow through on assignments with minimal direction; analyze a situation and take a logical course of action; obtain and verify facts and required data; establish priorities that reflect the relative importance of job responsibilities and projects; provide training to motor vehicle inspectors; determine make, model and year of vehicles inspected; recognize altered or tampered V.I.N.'s. **Skill in:** stamping numbers and letters in trailer and vehicle frames.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State laws regarding motor vehicles registration, appraisal liens and disposal; proper use of Kelly Blue book to determine vehicle's value; regulations, policies and procedures governing tow companies and wreckers; Nevada vehicle registration documents, bill of sale, duplicate ownership certificates, dealer's report of sale, manufacturer's certificate of origin, dismantling and junk certificates. **Ability to:** run stolen vehicle and registration checks utilizing various law enforcement databases; determine discrepancies in vehicle records when compared to physical evidence; reconstruct partial vehicle identification numbers; coordinate and schedule district wide activities involving multiple towing yards and wreckers.

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.

11.434

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