



## MOTOR VEHICLE INSPECTION JOB FAMILY

### CAREER PATH

#### **Division Assistant Director**

This is a responsible position accountable for providing administrative and managerial assistance to the Driver and Vehicle Safety Division Director. An employee administers and coordinates the statewide Motor Vehicle Inspection (MVI) Program including planning, organizing, staffing, and budgeting functions required to effectively manage the program. Work also includes serving as a liaison with a variety of individuals including state agencies, vendors, and suppliers. An employee works closely with the Division Director in the development of policy and procedures for the program, as well as training and oversight of personnel. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen. General supervision and direction are received from the division director with considerable independent judgement, decision-making, and discretion required.

#### **Knowledge, Skills, and Abilities**

In addition to those identified in the previous levels within this career path:

Thorough and comprehensive working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of motor vehicle inspection, as well as the laws, principles, and practices as they are related to implementation within the agency.

Thorough and comprehensive working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Thorough and comprehensive working knowledge of and the ability to demonstrate successful operation and use of designated motor vehicle inspection equipment, parts, tools, supplies, and associated software systems in the performance of duties.

Thorough and comprehensive working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Thorough and comprehensive working knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.



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Thorough and comprehensive working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of supervisory and management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support staff.

Ability to read and comprehend written materials, as well as effectively and accurately document inspection activities in handwritten reports.

Ability to lift, move, and/or carry 50 pounds.

Ability to work long hours while standing.

Ability to work outdoors and in inclement weather.

Ability to position self and equipment necessary to perform duties.

Ability to perform job-related travel.

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

Ability to demonstrate successful performance in the comprehensive analysis and problem solving, as well as in following established protocol for providing court testimony.



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Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

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.)

#### **Minimum Requirements:**

High school diploma or equivalent and three years of experience as a Motor Vehicle Inspector, and currently classified as a Motor Vehicle Inspector Supervisor or higher.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

#### **Minimum Requirements specific to the Motor Vehicle Inspection Job Family that may apply and are dependent on assigned areas of responsibility:**

- ❖ Must be at least twenty-one years of age at the time of employment.
- ❖ Must possess and maintain a valid driver license.
- ❖ Shall not have any conviction, indictment or pending litigation for any offense involving moral turpitude.
- ❖ Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. The sole exception is that one traditional band style ring tattoo may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.
- ❖ Must successfully complete, or have completed, the Basic Motor Vehicle Inspector's School



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as approved by the Superintendent of the Missouri State Highway Patrol.

- ❖ Must successfully complete, or have completed, the Motor Vehicle Inspector Field Training Program. (This requirement is waived for individuals employed as a Motor Vehicle Inspector prior to the implementation of the standardized field training program.)

#### **Necessary Special Requirements**

Documented successful completion of at least 40 hours of professional development and leadership training each fiscal year, in accordance with 1CSR 20-6.010.

**Pay grade:** 30

**FLSA Status:** 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.

**Effective:** 07/01/2024

**Reviewed:** 02/01/2025

**Revised:** 02/01/2025