



Classification: Fleet Control Coordinator
Title Code: V00640
Pay Range: 18

POSITION SUMMARY:

This is responsible work in the sale of Highway Patrol fleet vehicles and inventory control of vehicles to be sold. Work also involves the collection of funds and subsequent paperwork necessary in such transactions. The employee must exercise some independent judgment in the performance of job duties; however, general supervision is provided by a designated superior.

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.)

Maintains inventory of all used patrol fleet vehicles and ensures all paperwork associated with the sale and inventory of the used vehicles (e.g., title application, license renewals, notarized documents, odometer statements, current safety inspection, bill of sale, title, etc.) is completed and maintained accurately and in compliance with the rules and regulations associated with the sale and inventory of used vehicles.

Initiates and receives telephone calls from governmental agencies and the general public regarding used vehicles for sale and when necessary, verifies prospective purchasers as authorized agencies or representatives; completes "invitation to bid" forms received from other state agencies and/or county agencies requesting to purchase used patrol vehicles.

Conducts appraisal of vehicles to determine price utilizing the National Automobile Dealers' Association (NADA) Used Car Price Guide or other industry standard price guide.

Accepts payment from governmental agencies and the general public for vehicles and transmits funds to the Garage Superintendent or Director, Fleet and Facilities Division for deposit into Highway Patrol Motor Vehicle Revolving Fund; maintains records on all cash flow from sold vehicles.

Visually accounts for inventory of used vehicles monthly by walking the lot and checking each car against the paperwork on file in the inventory system; monitors vehicle inventory for cosmetic and mechanical defects; reports any problems found to the Garage Superintendent and maintains log of all vehicles being repaired at various body shops.

Maintains the cleanliness of cars to be sold and road tests each vehicle prior to sale (e.g., checks vehicle instruments, tires, battery, etc.).

Assists with public sale of used vehicles and is responsible for all paperwork associated with the sale of used patrol vehicles to the public.

Periodically travels to other troop headquarters to pick up wrecked or mechanically impaired vehicles, as needed.

Sells and keeps record of the purchase of used light bars by other government entities.

Performs other related work as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge in the areas of selling and appraising used vehicles.

Knowledge of the industry standard Used Car Price Guide.

Knowledge of the standard practices involved in vehicle sales and titling.

Knowledge of inventory methods and procedures.

Ability to handle incoming receipts of funds and remit in an accurate and timely manner to the Garage Superintendent or Director of Fleet and Facilities Division.

Ability to test drive, pick-up and deliver vehicles.

Ability to recognize vehicle defects and take corrective action.

Ability to transport vehicle parts and inventory parts.

Ability to transport and file records and documents.

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.

Three years experience in an automotive environment, i.e. vehicle sales, service sales, vehicle service, auto parts sales, or other related experience.

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NECESSARY SPECIAL REQUIREMENTS:

Must be able to be certified as a Notary Public upon employment.

Possess and maintain a valid driver's license.

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.