Classification: MVI Analyst
Title Code: V00801
Pay Range:

POSITION SUMMARY:

This is responsible professional work of moderate difficulty within the Motor Vehicle Inspection Division. The employee assigned to this position performs a variety of specialized work coordinating the annual school bus program for the division. The employee must exercise independent judgment and discretion in contacts with MVI and Patrol employees, schools and members of other law enforcement agencies. General supervision is provided by the division director/assistant director to ensure conformance with established rules, policies, and procedures.

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.)

Coordinates the annual school bus inspection process; handles requests for VIN lists, inspection scheduling notification, and inspection tracking; disseminates inspection results to school districts; prepares annual reports.

Coordinates the activities of office personnel engaged in maintenance, control, and auditing of receipts, insufficient funds checks, and refunds; maintains personnel time records.

Serves as liaison between the Patrol and other state agencies concerning the school bus inspection program; provides technical and administrative assistance to Patrol employees, DESE personnel and members of other law enforcement agencies concerning the school bus program.

Serves as the purchasing agent for the division; prepares proposals, bid specifications, contract releases, etc., for inspection stickers and decals, MVI-2 forms, window tinting forms and stickers, school bus forms and stickers, and cardboard shipping boxes.

Conducts meetings and provides training concerning changes in the school bus inspection program.

Assists in developing and maintaining the annual budget for the division and prepares justifications as needed; assists in the preparation of statistical reports; maintains a running balance of expenditures; verifies sticker sales and produces monthly reports; verifies and signs off on all purchases.

Reviews, recommends changes, and rewrites division orders; prepares administrative rules for filing with the Joint Committee on Administrative Rules of the Office of Secretary of State.

Compiles information from various data sources in an effort to keep the division informed of various trends and policy changes.

Receives and responds to telephone and written inquiries from various sources reference school bus inspections, inspection complaints and/or questions, and procedures for inspections.

Operates standard office equipment (e.g., personal computer, laptop computer, adding machine, video camera, telephone, copier, shredder, typewriter, etc.).

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of statistical and bookkeeping practices and their application to a variety of accounting transactions.

Knowledge of modern office practices, procedures, and equipment.

Working knowledge of personal computers and software programs (e.g. Microsoft Word, Microsoft Excel, Lotus Notes, SAM II Financial).

Ability to make decisions in accordance with state and local inspection laws, rules and regulations.

Ability to research information from a variety of sources to develop effective documentation and prepare reports.

Ability to develop and deliver presentations before groups and represent the Patrol in a professional manner when attending conferences.

Ability to organize, prioritize and plan work effectively.

Ability to prepare and maintain accurate financial and statistical records and reports.

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.)

Bachelor's degree from an accredited four-year college or university with a degree in Public Administration, Business Administration, Accounting, Finance, or related field (comparable work experience in a state agency may be substituted on a year-for-year basis for the required education); and two years of experience in the Motor Vehicle Inspection Division, or work involving public administration, business administration, governmental accounting or finance experience involving paying invoices, tracking expenditures, and budget preparation.

NECESSARY SPECIAL REQUIREMENTS:

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.