



Classification: Motor Vehicle Inspector (MVI) Analyst

Title Code: V00803

Pay Range: 18

POSITION SUMMARY:

This is responsible professional work of moderate difficulty within the Motor Vehicle Inspection (MVI) Division. The employee assigned to this position performs a variety of specialized work coordinating the annual school bus program other MVI Programs for the division. The employee must exercise independent judgment and discretion in contacts with MVI and Patrol employees, schools, members of other law enforcement agencies, state agencies, and the general public. 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 and spot check school bus inspection programs; 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.

Serves as liaison between the Patrol and other state agencies concerning the school bus inspection program, motor vehicle titling, driver license records, etc.; provides technical and administrative assistance to Patrol employees, DOR and DESE personnel and members of other law enforcement agencies.

Researches title history documents, driver license records, and all applicable files and databases to determine validity of information on inquiries and responds to criminal activity inquiries from prosecutors and local, state, and federal law enforcement agencies.

Verifies Vehicle Identification Numbers (VINs) on salvaged vehicle registration applications to determine if the vehicles and parts are being used as authorized, and verifies that such vehicles/parts are not stolen, prior to DOR processing titles.

Examines towed vehicle entries received by the troops and checks databases for stolen or latest owner information; forwards reports regarding towed and stolen vehicles to appropriate Patrol and DOR personnel for further action.

Receives and transmits motor vehicle and drivers' license information, administrative messages, etc., from and to other law enforcement agencies, license bureaus, reciprocity, etc., via teletype, email, telephone, facsimile, etc.

Maintains, sorts, and distributes logs and records of all information researched and disseminated on a monthly basis; maintains temporary and permanent files on all documentation and microfiche.

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.

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Coordinates meetings and provides training related to MVI programs.

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.

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

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

Represents the Patrol on committees, task forces, and at conferences related to MVI programs.

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.

Knowledge of the DOR's Motor Vehicle and Drivers' License Bureaus policies and procedures regarding the dissemination of their records.

Knowledge of MULES, NCIC, and DOR computer and hard copy files.

Working knowledge of the Missouri Sunshine Law and Privacy Act.

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 and meetings.

Ability to organize, prioritize, and plan work effectively.

Ability to work independently.

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

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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.

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.