



**Classification:** Motor Vehicle Inspector (MVI) Analyst - VIN Salvage

**Title Code:** V00803

**Pay Range:** 18

**POSITION SUMMARY:** This is responsible professional work within the Motor Vehicle Inspection (MVI) Section of the Driver and Vehicle Safety Division (DVSD). The employee provides guidance to Motor Vehicle Inspectors in the interpretation of Department of Revenue (DOR) requirements for vehicle examinations, in order to assist the public in applying for title and registration under Missouri law. The employee analyzes the DVSD budget and expenses associated with MVI and Driver Examination personnel. 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.)

Serves as liaison between the Patrol and DOR reference titling, VIN verifications, and salvage inspections while searching databases to determine the validity of information on inquiries, and related issues such as stolen vehicle, etc. Additionally, aids the general public, Patrol employees, DOR personnel, and members of other law enforcement agencies related to vehicle titling.

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, prior to DOR processing titles.

Examines and processes the daily deposit including on-line deposits, SAM II entry, and division ledger entry of all monies received.

Processes refunds for unused stickers, decals, and authorizations for suspended or out of business stations.

Processes insufficient fund checks through SAM II and obtains restitution from the applicable station; notifies the Troop MVI personnel to take administrative action for a station's non-payment; notifies the prosecuting attorney and completes the necessary paperwork for criminal prosecution of insufficient checks when the restitution has not been received.

Researches state statutes and various data sources in an effort to keep the division informed of various trends and policy changes.

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.

Examines invoices and expense reports for accuracy and compliance with state regulations and division policies.

Assists the division with fiscal note review and preparation.

Coordinates meetings and provides training related to MVI programs.

Operates standard office equipment (e.g., laptop computer, adding machine, telephone, copier, VIN Tag Stamper, 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 National Crime Information Center 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 develop complex formulas in Microsoft Excel to efficiently record and maintain fiscal activities.

Ability to apply general bookkeeping principles in the recording of appropriations and expenditures.

Ability to make computer entries in the SAM II on-line financial system.

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

Ability to make mathematical calculations with speed and accuracy.

Ability to maintain complex financial and clerical records and files.

Ability to verify documents produced and received and take proper steps to reconcile errors.

Ability to produce a high volume of work and meet predetermined deadlines.

Ability to organize and prioritize work effectively.

Ability to alphabetize, transport, file, and purge documents and records.

Ability to work independently.

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.)

Possess a Bachelor's degree in Public Administration, Business Administration, Accounting, Finance, Criminal Justice, or related field and two years work experience utilizing the knowledge, skills, and abilities associated with this position.

**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.