

PICKAWAY COUNTY

POSITION DESCRIPTION An Equal Opportunity Employer

POSITION TITLE: Driver License Examiner

DIVISION: Clerk of Courts Office Title Dept.

CIVIL SERVICE STATUS: Unclassified

EMPLOYMENT STATUS: FT / Full Time

REPORTS TO: Clerk of Courts

JOB TITLE: Driver License Examiner

PURPOSE:

The purpose of the driver license examiner occupation is to administer & score written, oral, interpreter, video, vision, & special BMV ordered examinations for all types of licenses & to conduct driving skills and / or maneuverability examinations for assigned categories of licenses.

Driver License Examiner Works under general supervision & requires working knowledge of laws and signs applicable for operation of motorized vehicles & Bureau of Motor Vehicles' policies and procedures governing testing for and issuing of licenses in order to determine legality to issue licenses, administer & score written, oral, interpreter, video, vision, and special BMV ordered examinations for all types of licenses & conduct vehicle inspection, & driving skills & maneuverability examinations for all types of licenses, except for a commercial driver license.

Administers & scores written, oral, interpreter, video, vision, & special BMV ordered examinations for all types of licenses, issues medical papers to applicants who fail vision examinations & tests/screens applicants for physical disabilities/medical problems & determines which, if any, restrictions should be placed on applicant's license due to medical/disabling condition.

Performs desk duties (e.g., provides general information concerning licensing & examination procedures & determines legality of issuing licenses; evaluates applicant information for all types of driver licenses; operates computer to schedule appointments & conduct national driver register inquiries; compiles/completes & submits all required records & reports; orders needed supplies & equipment).

Performs all routine operations of one or multi-person examining station as assigned (e.g., prepares, checks & submits all station reports; checks uniforms for cleanliness & repair & informs supervisor of needed repairs; periodically checks tests routes to ensure correct tests are administered & maneuverability test sites meet standards; checks testing forms for uniformity of grading; periodically reviews manuals to update/ensure they are current; periodically checks station's files for accuracy & disposes of outdated reports/materials; apprises supervisor of employees reporting off duty; ensures examining station is kept clean & presentable; opens & closes office & ensures examination papers are secure; checks test appointment schedules to ensure fairness & maximum number of assignments have been made; resolves disputes between applicants/public & station employees).

Keeps abreast of changes in motor vehicle laws & division policies & procedures; assists in training new clerical &/or driver license examiner personnel; determines when driving skills & maneuverability examinations should be cancelled due to weather conditions; sets up & tears down & maintains maneuverability examination sites; maintains office & facility site (e.g., dusts; cleans windows inside & outside; vacuums; mops floors; sweeps/ shovels sidewalks); maintains cleanliness of state-owned vehicle & reports needed maintenance.

MAJOR JOB CHARACTERISTICS:

Knowledge of laws & signs applicable for operation of motorized vehicles & Bureau of Motor Vehicles' policies & procedures governing testing for & issuing of driver licenses*; human/public relations; interviewing*; driver education & safety. Skill in operation of all types of motorized vehicles for which examinations are conducted; operation of computer, vision machine & other office & testing equipment*. Ability to read, write & speak English; calculate fractions, decimals & percentages; administer & score examinations in accordance to prescribed guidelines; handle routine telephone & in-person contact with applicants, public & other government representatives & resolve controversy with fairness; demonstrate agility to conduct vehicle inspections, strength to lift/move equipment to set up, tear down & maintain maneuverability test sites & dexterity in use of hands, arms, legs & feet to operate all types of motor vehicles for which examinations are given.

MINIMUM QUALIFICATIONS:

Formal education in arithmetic that includes calculating fractions, decimals & percentages & in reading, writing & speaking English; 1 course or 3 mos. exp. in human/public relations valid Ohio Class 'D' Driver License; must be 21 years of age per Section 4507.05 (A) (2) (B).

REQUIREMENTS:

Must maintain valid Ohio Class 'D' Driver License. Successful completion of agency driving training course required before end of probationary period.

UNUSUAL WORKING CONDITIONS:

Required to ride in automobiles with inexperienced drivers; exposed to dust, dirt & exhaust fumes; exposed to weather conditions when working outside; required to travel from one examination facility to another as assigned; must provide own transportation; may be required to work flexible hours.