Classification: Driver Examiner Clerk III

Title Code: V00817

Pay Range: 12

POSITION SUMMARY: An employee in this position is responsible for conducting a variety of driver license examinations to determine the eligibility of individual applicants for licensure. Work may also involve training lower level clerks; serves as a lead worker and provides technical guidance in the supervisor's absence. General supervision is provided by the immediate supervisor.

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.)

Greets the public; answers questions by telephone and in person relative to license application procedure, Driver Examination program, Missouri licensing regulations, etc.; counsels applicants concerning examination study or reasons for examination failure.

Administers written, vision and oral examinations for operators and CDL licenses; sets up vision machine and operates equipment relative to conducting the examination.

Grades examination papers and determines whether test results meet license requirements.

Prepares and submits various reports; maintains records and files of applicants for licenses and instruction permits.

Assists in the training of lower level clerks; serves as a lead worker; provides technical guidance in the supervisor's absence.

Operates necessary office equipment (e.g., shredder, vision test equipment, telephone, etc.).

Opens the driver examination station each workday and secures the driver examination station at the close of each workday.

Processes incoming and outgoing mail.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Missouri's licensing regulations and Driver Examination program.

Ability to open and close driver examination station.

Ability to set up vision machine for testing.

Ability to communicate effectively with individuals in person and over the telephone.

Ability to make decisions in accordance with laws, policies, and regulations.

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.)

Possession of a high school diploma or equivalent and possess at least two years experience as a Driver Examiner Clerk II or comparable experience.

NECESSARY SPECIAL REQUIREMENTS: Must be at least 18 years of age.

Must never been convicted of a felony or any crime involving moral turpitude or have any indictment or information pending for any offense involving moral turpitude.

Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. The sole exception is that one traditional band style ring tattoo may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.

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.