



## DPS-COMMERCIAL DRIVER LICENSE EXAMINER I

### **CHARACTERISTICS OF WORK:**

This work involves administering oral, written, and skill driver license tests for the Department of Public Safety. Incumbents in this classification are responsible for administering written or oral and skill tests to applicants seeking Class R or Class A, B, C, and D driver license, learners' permits, and identification cards. Incumbents are also responsible for vision screening of applicants and renewing and reinstating of Mississippi driver licenses. The work is performed in accordance with the policies and procedures established by the administrative officials of the department. Supervision is usually received from a driver license district supervisor, and work is reviewed on the basis of daily reports.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

Graduation from a standard four-year high school or equivalent (GED);

**AND**

#### **Experience:**

Eighteen (18) months of experience as a DPS-Regular Driver License Examiner or three (3) years of over the road road work experience or 18 months related experience.

#### **Substitution Statement:**

Education may be substituted on an equal basis for required experience.

#### **Certification/Licensure:**

Certification and possession of appropriate license for administering various road tests.

Applicant must possess a valid, Class A, Mississippi Commercial Driver's License or equivalent (a Mississippi Commercial Driver's License that is presently issued by the Department of Public Safety).

### **PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be

added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed at a given point.

**Depth Perception:** Three dimensional vision, ability to judge distances and spatial relationships.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Color:** Ability to identify and distinguish colors.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to stoop, kneel, crouch, or bend.

## **COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

### **PUBLIC SECTOR COMPETENCIES:**

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

**TECHNICAL COMPETENCIES:**

**Communication:** Shares information in writing or verbally.

Concisely and correctly answers questions and/or explains or conveys information to the public. Asks appropriate questions to gain information needed to assist the public or provide information to the public. Presents oral and written information internally or externally using proper grammar, punctuation, and content.

Appropriately documents information. Communicates information in a courteous manner without invoking anger.

**Task Performance:** Has the abilities and attributes to successfully perform the duties and tasks of the jobs.

Administers oral, written, and skill driver license test. Conducts visual screening to determine sight qualifications for each applicant for a driver license. Prepares and submits daily and statistical reports regarding driver license issuance.

**Functional Capability:** Possesses or is capable of developing the specific knowledges and technical abilities to succeed in the specified position.

Possesses knowledge of relevant laws, regulations, programs, and agency policies. Possesses knowledge of plans and programs that are administered by the agency. Maintains current knowledge of procedures and protocol involving the Department of Public Safety. Interprets statutes, rules, and regulations governing the Department of Public Safety. Determines applicant ability to operate motor vehicle based on the Department's rules and regulations.

**Professional Maturity:** Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enable the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Exhibits the attributes of confidence, assertion, tolerance, patience, and empathy at the appropriate time in stressful or high-pressure situations. Manages conflicts and defuses situations. Knows when to refer an issue to the appropriate level. Aligns personal behavior with agency standards. Continuously assesses work unit for areas of improvements and suggests changes for continuous improvement. Responds appropriately to supervision and administrative decisions. Is able to work under and with authority and accepts decisions. Takes initiative to accomplish stated and unstated goals. Maintains appropriate standards of professionalism and only provides information within authority. Exercises discretion, courtesy, tact, and firmness in making decisions.

**Mentoring or Training:** Watches over, assists with work of, and determines the training needs of co-workers. Utilizes appropriate methods for training.

Mentors or otherwise assists co-workers as assigned helping them to improve their knowledge, skills, and abilities. Develops co-worker's skills and encourages growth. Facilitates co-worker learning. Fosters a positive attitude. Participates in job training programs (On the Job Training). Shares knowledge and wisdom with less experienced employees.

**Technical:** Operates equipment involved in the administration of oral, written, and skill driver license tests.

### **ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Administers vision screening and written test for learner's permit and driver's license.
2. Conducts vehicle inspection and administers road test.
3. Assists public by renewing driver license, issuing identification cards, and interpreting statutes, rules,

and regulations.

4. Prepares and submits reports regarding driver license issuance.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Examiner must be certified by the department to administer the road test for applicants of original and first time Class R or Class A, B, C, and D drivers licenses. The examiner is required to ride in the vehicle while applicant is driving in normal traffic. Examiner must have the ability to assist the applicant in dangerous situations and also score the applicant during the test. The examiner's decision is the sole opinion as to whether the applicant is qualified to operate a vehicle safely on the highways.

Conducts visual tests to determine sight qualifications of each applicant for a driver license.

Administers computer automated tests for learner's permits and ascertains if applications of applicants under 17 years of age are properly signed by parents and notarized.

Assists public in renewing regular Mississippi driver license.

Assists public in renewing Mississippi commercial driver license.

Issues identification cards for US and non-US citizens.

Issues intermediate learners' permits for individuals 14 years of age.

Assists applicants with the reinstatement of regular and commercial driver license.

Assists public in renewing of HazMat (Hazardous Materials) license.

Interprets statutes, rules, and regulations governing the Department of Public Safety.

Determines applicant ability to operate a motor vehicle.

Inspects motor vehicles.

Submits statistical reports of examinations regarding driver license issuance.

Prepares daily reports of license issued and monies received.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.